

260 TEMPORARY ADMINISTRATIVE ARRANGEMENT

In any organization, it is important that the responsibility for decision-making be clearly delineated.

When a building principal leaves the building, it is his/her responsibility to inform the associate principal, or a designee, and the lead secretary of his/her whereabouts, how he/she may be contacted and an estimated time of return.

When the building principal is out of the district, in the event of an emergency, the associate principal, or the appointed designee, shall assume the administrative responsibilities. If there is any question regarding what procedures should be followed or what action should be taken, the associate principal or designee should consult with a district level administrator.

Reviewed, revised, and approved by the Board of Education on February 20, 2006.