

POLICY

BOARD OF EDUCATION OF ANNE ARUNDEL COUNTY

Related Entries: Policy 304.01

Responsible Office: ASSISTANT SUPERINTENDENT FOR INSTRUCTIONAL SERVICES

PROVISIONS FOR DUTIES DURING A PRINCIPAL'S ABSENCE

A. PURPOSE

To establish consistent expectations for administrative coverage when principals are absent from their buildings.

B. ISSUE

The Anne Arundel County Board of Education recognizes the necessity of having a school official authorized to act in the absence of a school principal.

C. POSITION

1. When a principal is absent from the building, he or she shall, after consultation with his or her Instructional Director, designate an individual in charge. The Instructional Director may, after consultation with the principal, designate a school official other than a staff member assigned to the building as the person in charge during the absence.
2. When a principal anticipates being absent or is absent for a period of more than three consecutive days in an elementary school which has no assistant principal, the Superintendent, in his or her sole discretion, may authorize the Instructional Director to arrange appropriate accommodations for coverage in consultation with the principal.
3. It is the expectation that the individual designated as the person in charge during the principal's absence will discharge the duties and responsibilities of the principal in accordance with Board policy and state and federal law.

D. IMPLEMENTATION

The Superintendent is authorized to develop regulations to implement this policy.

Policy History: Adopted on 1/17/07.

Note previous policy history: Replaces Policy 304.01, adopted 12/57 and revised 11/20/89 and 12/4/96.