

3100 SUPERINTENDENT OF SCHOOLS

3145 Decisions During the Superintendent's Absence

~~When the Superintendent is unavailable, emergency decisions should be made by the first available administrator in the following order:~~

- ~~Director of Federal Programs~~
- ~~Director of Secondary Education~~
- ~~Director of Technology/Communication~~
- ~~Executive Director of Curriculum & Instruction~~
- ~~Director of Human Resources~~
- ~~Director of Instructional Services~~
- ~~Director of Project and Developmental Services~~
- ~~Director of Student Assessment & Student Services~~
- ~~Director of Special Education~~
- ~~Director of School Plants~~
- ~~Director of Business Services~~

- 1. In the absence of the Superintendent, decisions of a district-wide nature, including but not limited to school closings, delayed openings, and early dismissals, will be made by a certified administrator with the most administrative experience in the district and (when applicable to financial issues) in consultation with the Business Administrator.**

This includes all duties normally carried out by the Superintendent except where the signature of an officer commissioned by the State is required.

- 2. In the absence of the Superintendent, the Building Principal is vested with the authority to act promptly and decisively in matters pertaining to maintaining school order, student discipline, and proper student and employee decorum.**

~~The term "emergency decisions" is herein given a broad definition. Generally speaking, such decisions must be made immediately and cannot be delayed until the Superintendent becomes available. Failure to make them would generally have an adverse effect on the safety of students or would interfere with the routine processes of educational or co-curricular activities. When possible, appropriate input should be received from others who have knowledge or experience regarding the area in which a decision is to be made.~~

1	Adoption Date	-	September 13, 1999
2	Practice	-	
3	Legal Reference	-	
4			
5			