

**ADMINISTRATION**  
*Series 300*

Policy Title: ACTING PRINCIPAL

Code: 302.4

In the absence of the building principal, the acting principal shall have the authority to make the decisions necessary for the routine functioning of the school.

Whenever a situation arises which calls for extreme measures such as the suspension of a student, the following procedures shall be followed:

If possible, action will be postponed until the principal returns. If the situation is of an emergency nature and serious, the acting principal shall refer the matter to the superintendent.

In the absence of both the principal and the superintendent, the acting principal shall take whatever action is necessary to protect the health and safety of students and staff and delay final action until the return of the principal and/or superintendent.

Date of Adoption: June 22, 1998  
Readopted: 7/19/99, 7/19/04

Legal Reference:

Related Reference: