
CARROLL COUNTY PUBLIC SCHOOLS
ADMINISTRATIVE REGULATIONS

BOARD POLICY CI: DESIGNATION OF “ACTING PRINCIPAL”, “ACTING ASSISTANT PRINCIPAL”, OR “ADMINISTRATOR-IN-CHARGE”

1. Temporary Absence
 - a. When the Principal of a school is unavailable to the assigned building or site or an area within that building or site, or at any school related function, an Assistant Principal shall be designated to serve as “Administrator-in-Charge” to act in his/her absence on all matters involving the safe and orderly operation of the school, student discipline, and interactions with the public.
 - b. If there is no Assistant Principal available, the Principal shall designate another employee to serve as “Administrator-in-Charge.” The Principal may designate an employee to serve as an-“Administrator-in-Charge” to act in his/her absence and supervise school related functions that take place away from school.
 - c. This action does not need Board approval.
2. Extended Absence
 - a. When the appropriate Director and Assistant Superintendent determine that this is to be an extended absence of a Principal, a recommendation will be made to the Superintendent of Schools to designate one of the Assistant Principals in said school as an Acting Principal for the duration of the Principal’s extended absence.
 - b. Likewise, when the appropriate Director and Assistant Superintendent determine that there is to be an extended absence of an Assistant Principal, a recommendation will be made to the Superintendent of Schools to designate an Acting Assistant Principal in said school for the duration of the Assistant Principal’s extended absence.
 - c. These actions must be submitted to the Board of Education for approval.
 - d. If approved by the Board of Education, a salary adjustment will be made in the daily rate of pay of the Acting Principal or Acting Assistant Principal.
 - e. The Acting Principal and Acting Assistant Principal will be placed in the appropriate lane on the A&S salary schedule and retain his/her present step on the salary schedule.