

**BOARD OF EDUCATION, DISTRICT 148
DOLTON, COOK COUNTY, ILLINOIS**

ADMINISTRATOR ABSENCE

Designee: _____

School: _____ Year: _____

If an administrator is going to be absent from school, the superintendent must be called and informed. The administrator shall also inform secretary so building and offices can operate efficiently during absence.

The following procedure will go into effect:

1. Office personnel and person in charge of building are informed when principal is out of the building.
2. The office personnel will take care of all routine tasks.
3. Teachers will maintain routine discipline classroom problems until principal returns.
 - a. Office personnel are not to be disciplinarians.
 - b. Certified staff in building who is in charge is not to take care of classroom discipline problems as he/she is teaching class.
 - c. Serious injury shall be referred to nurse.
4. Teacher in charge of building will handle only emergency problems.

Examples: tornado warning, false fire alarm when students are vacated from building
5. Teacher in charge will inform another administrator if serious problem arises.

Examples: student concern, upset parent.

 - a. If administrator is out of building but in the district i.e. principal meeting at Administrative Office, contact principal in meeting.
 - b. If another principal is in the building (Lincoln, Roosevelt) office will contact this administrator.
 - c. Otherwise contact the following:
 - 1.) Special Ed. Student – Director of Support Program
 - 2.) Regular Ed. Student – Superintendent/Asst. Supt.

AD-1
7/07