

The Policy Committee recommended changes in blue at its public work sessions on 2/1/24, 2/14/24, and 3/7/24.

File: CIA

APPOINTMENT OF ACTING PRINCIPALS AND PRINCIPAL DESIGNEES

I. Purpose

Policy CIA authorizes the appointment of an acting principal or a principal designee on occasions when a principal will be out of the school building.

II. Background

The Board of Education recognizes that a school principal will be absent from the school facility on certain occasions. The Board of Education also recognizes that certain authorities and responsibilities of the principal may need to be exercised during such absences. Therefore, it is necessary to designate an acting principal or principal designee who will have the same or equivalent authority of the principal during the principal's absence.

III. Definitions

Within the context of this policy, the following definitions apply:

- A. Acting Principal: An individual who has been selected to hold the temporary position of school principal during the long-term absence of the principal or the anticipated long-term absence of the principal.
- B. Long term absence: An absence that is longer than fourteen (14) days.
- C. Principal Designee: An individual who has been designated to perform the duties of the school principal during the short-term absence of the principal.
- D. Short term absence: An absence that is no longer than fourteen (14) days.

IV. Policy Statement/Procedures

~~The Superintendent shall designate, in writing, an acting principal for each of the public schools in Washington County.~~

~~In such instances where, in the sole opinion of the Superintendent, the designation of one acting principal is insufficient, the Superintendent shall designate a second individual who shall serve in such acting capacity when the principal and the first designated acting principal are absent from the school premises.~~

- A. The Board of Education authorizes a school principal to designate a staff member to serve as the principal's designee in the event of the principal's short-term absence.
- B. The Board of Education authorizes the Superintendent, upon the recommendation of the Executive Director of Elementary or Secondary Education, to appoint an individual to serve as an acting principal in the event of a long-term absence of a school principal.
- C. The Superintendent is authorized to promulgate an administrative regulation to implement this policy.

~~Legal Reference: Education Article §6-201(b) of the Annotated Code of Maryland—2008 Replacement Volume~~

Policy adopted: June 13, 1978. Amended May 20, 1990. Updated: October 19, 2010. [Revised:](#)
Board of Education of Washington County