



Rationale

In the event that the Principal of a school is absent from school for a long period of time an acting Principal must be appointed. Usually this would be the Vice-Principal, however, in a situation where there is no Vice-Principal, or the latter is also unavailable, provisions must be made to appoint an acting Principal.

Policy

In the absence of a Vice-Principal designation within a school and when the Principal is absent from duties for a long enough time to affect the efficient operation of the school the Superintendent in consultation with the School Council will appoint an acting Principal.

Regulation

1. The Superintendent shall consult with the Principal, if possible, regarding the appointment.
2. The Superintendent shall consult the Local School Council and then appoint an Acting Principal.
3. The Principal, or if unavailable, the Superintendent, will be responsible for familiarizing the temporary Principal with the general administrative duties of the school and the specific procedures to be followed should any emergency arise during the period of the Principal's absence.
4. The Superintendent will inform the Board of Directors immediately and secure its approval at the first meeting of the Board following the temporary appointment.

Reference:	Approved
	Date Approved: June 1998
Cross-reference:	Date(s) Revised: September 2009, March 2012