

MOUNTAIN HOME SCHOOL DISTRICT NO. 193
MOUNTAIN HOME, IDAHO

PROCEDURES
Section 300.1, Pages 1

ADMINISTRATIVE ABSENCE

Administrators will be in their buildings at all times unless excused by the district administration. Administrators may be absent when ill, while attending professional or district meetings, on personal leave, or excused for professionally related activities.

THE BUILDING ADMINISTRATOR WILL DO THE FOLLOWING WHEN (S)HE KNOWS (S)HE IS GOING TO BE ABSENT FOR A FULL DAY OR MORE:

1. Notify the superintendent or district office personnel.
2. Contact another building administrator who can be available, as needed, for the problems that are extraordinary and other appropriate administrative tasks.
3. The other building administrator's name will be given to the administrative assistant who will share that information with the staff. The administrative assistant will be the only one who contacts the other building administrator. If a teacher feels there is an immediate need for the contact, (s)he may contact the other building administrator.
4. The building administrator will attend potential staff or student problem meetings, or see that they are re-scheduled for a time when an administrator can attend, or have an assigned designee.
5. In cases of extended absence (more than a week), a person will be appointed by the superintendent to be present in that building a portion of the time the building administrator is absent.
6. If the building administrator is to be absent for an extended time or the same time on a regular basis, (s)he will announce those times and the reason for them to his/her staff.

Revised: July 27, 2001
Reviewed: October 10, 2016

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