

## **C-12 TEMPORARY ADMINISTRATIVE ARRANGEMENTS**

From time to time, in the normal operation of the school district, it may be necessary for a school administrator to be absent from the district. In any organization, it is important that the responsibility for decision making be clearly delineated. This is particularly true if the superintendent, for one reason or another, is unavailable. In these cases, an assistant superintendent, is delegated both the authority and responsibility to operate the school district.

The superintendent shall make his whereabouts known to the Central Office staff at all times. If the superintendent leaves the district, he shall make an effort to communicate his itinerary to the Central Office who, in emergency, will make effort to notify the superintendent of the emergency situation. If the superintendent is unable to be reached, the responsibility and the authority to act for the district shall fall to an assistant superintendent.

In the event of serious illness or death to the superintendent, the Board President shall call a special meeting of the Board to determine what course the district should take at that time.

SOURCE: Plainfield Community School Corporation  
Plainfield, IN 46168  
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