

2020

**PLAINFIELD PUBLIC SCHOOLS**  
**TEMPORARY ADMINISTRATIVE ARRANGEMENT**

To ensure within schools continuous administrative control, each principal will name a staff member to be in charge in the event of his/her absence and an alternate person to cover the absence of the first. The acceptance of such position by the individual named is voluntary. Whenever the principal leaves the school during the school day, he/she will inform the person who will be in charge, in addition to informing the school secretary. In case of absence of the principal from the community, the office of the Superintendent will be notified and given the name of the person to be in charge.

At least by July 1 of each school year, the Superintendent will designate an administrator(s) to serve as acting Superintendent in the event the Superintendent is absent, disabled, or otherwise unavailable to serve.

Adopted: 08/11/87  
Revision: 8/14/94  
Reviewed: 6/10/09  
Revised: 9/11/13