

TIME SCHEDULES

Administrators shall be at their assigned duties in their locations of responsibility when students are in attendance. When an elementary principal must be away from the building, a teacher must be designated to be in charge during that absence. Where a principal and an assistant principal are assigned to a school, every effort should be made to have one of the administrators in the building at all times.

When administrators leave their assigned responsibilities, they must inform a person on their staff of their destination, expected time of return, and where they can be reached in case of an emergency.

SOURCE: Jackson Public School District, Jackson, Mississippi

DATE: August 20, 1973

AMENDED: August 29, 1989

REVIEWED: December 13, 2004

December 6, 2016

March 7, 2017