

POLICY	BOARD OF EDUCATION OF FREDERICK COUNTY, MARYLAND
SYSTEMIC DELEGATION OF DUTIES	POLICY 400
<p>400.1 Board Member: Designation of Person-in-Charge</p> <p>400.2 Superintendent: Designation of Person-in-Charge</p> <p>400.3 Principal: Designation of Person-in-Charge</p>	

Purpose: The Board of Education (Board) seeks to ensure proper administration and orderly operation of the school system and it establishes delegation of duties as outlined below.

400.1 Board Member: Designation of Person-in-Charge

In the absence of the Board President, the Vice President shall assume responsibilities of the Board President. In the event both the President and Vice President are unavailable, the Board President will annually designate the Board member to assume such responsibilities.

400.2 Superintendent: Designation of Person-in-Charge

In the absence of the Superintendent, the Deputy Superintendent shall assume responsibilities of the position. In the event the Deputy Superintendent is unavailable to assume such duties, the Superintendent will designate a member of his/her Cabinet to assume such responsibilities.

400.3 Principal: Designation of Person-In-Charge

Each principal shall designate, in rank order where more than one person may be involved, the person in charge of the building during the absence of the principal so that the orderly function of the school may continue. The person so designated has authority to act in lieu of the principal during his or her absence, but may not assume authority reserved by law solely to the principal.

Legal Reference	§ 4-204 Education Article, <i>Annotated Code of Maryland</i>		
	COMAR 13A.02.01.03.B		
Policy History	Reviewed 2017, 2018	Adopted 2/9/72	Revised 2/28/18