

**West Linn-Wilsonville
School District 3J**

Code: **CI**
Adopted: 12/04/06
Readopted: 1/11/16
Orig. Code(s): CI

Temporary Administrative Arrangements

The superintendent shall make his/her whereabouts known to the central office. If the superintendent leaves the district, she/he shall make every effort to communicate his/her itinerary to the deputy superintendent who, in turn, shall inform others who need to know. In case of a bona fide emergency, every effort will be made to notify the superintendent of the situation. If the superintendent is unable to be reached, the responsibility and the authority to act for the district shall fall to the deputy superintendent. If, for any reason, the deputy superintendent cannot be reached, the responsibility and the authority to act in behalf of the district shall fall to the assistant superintendent.

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

END OF POLICY

Legal Reference(s):

[ORS 332.505](#)