

**FILE: CI**

**MEDFORD AREA PUBLIC SCHOOL DISTRICT**

<b>DATE ADOPTED:</b> June 24, 1991	<b>FILE SECTOR:</b> SCHOOL ADMINISTRATION
<b>DATE REVISED:</b> July 15, 2004	<b>POLICY TITLE:</b> TEMPORARY
<b>DATE REVISED:</b> December 20, 2016	<b>ADMINISTRATIVE ARRANGEMENTS</b>
<b>DATE REVIEWED:</b> June 22, 2017	
<b>DATE REVISED:</b> June 21, 2018	
<b>DATE REVIEWED:</b> June 24, 2019	
<b>DATE REVISED:</b> August 24, 2020	
<b>DATE REVISED:</b> June 27, 2022	
<b>DATE REVIEWED:</b> May 22, 2023	
<b>DATE REVISED:</b> June 24, 2024	

The responsibility for decision making shall be clearly delineated in the event the district administrator is unavailable. If the district administrator is unable to be reached, the responsibility and authority to act for the district shall fall to a member of the administrative staff as authorized by the board of education.

The board of education hereby appoints in the following order:

1. High School Principal
2. Elementary Principal
3. Director of Special Education & Student Services

Review annually in June.

**CROSS REFERENCE:**  
**LEGAL REFERENCE:**