

**POWAY UNIFIED SCHOOL DISTRICT
BOARD POLICY**

Originator: Assoc. Superintendent, PSS

Issue No: 3

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ARTICLE: 4.0 PERSONNEL SUPPORT SERVICES Reference:

4.2 CERTIFICATED PERSONNEL

SECTION 4.243 ADMINISTRATIVE RELEASE TIME ABSENCE

Substitute time may be utilized by principals to relieve teachers of classroom responsibilities for the purpose of carrying out other worthwhile educational objectives.

Release days may be utilized for science fairs, inservice programs, conferences, and other educational programs.

It shall be the responsibility of the building principal to review, approve, and account for the allotment of release time at each school.

Administrative Release Time shall be reported on P-9 (Statement of Absence Form), signed by the employee, and verified by the building principal.

If a substitute teacher is required, arrangements shall be made through the Personnel Department substitute clerk. It is the responsibility of the teacher needing the substitute to make the necessary arrangements.