

# **PEACE WAPITI PUBLIC SCHOOL DIVISION NO. 76**

## **POLICY BFE – Administration in the Absence of Policy**

**The Board recognizes that situations of an urgent nature may arise from time to time for which there may be no Board policy or insufficient Board policy to guide the action of the Superintendent.**

### **PURPOSE:**

To define the process in the absence of policy.

### **GUIDELINES & PROCEDURES**

1. The Superintendent or designate shall:
  - a. consider the matter and, if possible, consult with the Chair or Vice-Chair;
  - b. determine an appropriate course of action and communicate same to those immediately affected;
  - c. prepare a written report detailing the circumstances, the determined course of action and proposed policy or policy revision;
  - d. If necessary, arrange a special meeting of the Board, only in the event of an urgent matter.

### **REFERENCES**

**Cross References:** links to

**Legal Reference:** School Act RSA 2000 Section 60, 113

**BM#:** 335-95