

### **ADMINISTRATION IN POLICY ABSENCE**

In the absence of written Board policy regarding any questions that may arise in the operation of the District or other facilities of the Board, the Board may direct the Superintendent to take specified action as indicated by the Board; or to take such action as the Superintendent may deem necessary. The Superintendent may delegate the authority to act to other administrators, depending upon the gravity or magnitude of the situation at hand.

Such action taken in absence of written Board policy may be guided, but not necessarily determined, by existing and relevant written procedures and administrative directives, and by established precedent set by previous Board actions, all of which may be construed as "unwritten Board policy." However, in the light of constantly changing conditions or circumstances, no precedents or procedures--written or unwritten--are to be regarded as sacrosanct to the formulation of new written policies.

In extreme emergencies for which no written policy guidelines exist, the Superintendent or his/her designee may take immediate action without prior formal approval of or consultation with the Board. However, the Superintendent should bring such matters and their resolution to the attention of the Board as soon as possible.

No action taken by the Board or the Superintendent in the absence of written policy shall be in conflict with state law, federal or local law or ordinance, or any part of a valid contract between the Board and any legal bargaining agency of the Board's employees.

#### 1. Formulation of Policy

When decisions at the policy level have to be made in absence of written policy, such policy decisions, when approved by the Board, should be expressed in written form as soon as practicable after the decision has been made and the action taken.

APPROVED: BOARD OF EDUCATION

DATE: June 14, 1988

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