

ADMINISTRATION IN THE ABSENCE OF POLICY

Definition of Terms:

- **Policy** - a definite course of action adopted for the sake of expediency.

References:

This policy references the Independent Schools Regulation section 10 regarding the development and maintenance of policies.

Background:

The Board recognizes that matters of an urgent nature may arise without anticipation. The Board understands that it is not able to anticipate and/or sanction a definite course of action to address such matters.

Therefore, in the absence of policy, the Board expects school staff and/or other personnel to fulfill the following requirements:

Requirements:

1. Confer with others as appropriate in an orderly manner to determine an appropriate course of action.
2. Communicate this course of action clearly to all who are needed to execute it.
3. Alert the Head of School and the Chair of the Board.
4. Prepare a written report, detailing the circumstances, the determined course of action and a proposed policy or revision of policy for the next scheduled meeting of the Board.
5. In the event of an extremely urgent matter, such as a school disaster, school administration shall request a special meeting of the Board.

The Board recognizes that staff/personnel may not be able to investigate an urgent matter as thoroughly as one would investigate a matter of regular priority. Therefore, the Board places no extra restriction upon school staff/personnel when they are responding to such matters. It is simply expected that the welfare of all students and staff remains the top priority at all times.

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