

**MEDICINE HAT SCHOOL DISTRICT NO. 76**

**ADMINISTRATION IN ABSENCE OF POLICY**

**BACKGROUND**

In the complex affairs of a large and comprehensive school district, it is likely that situations will arise from time to time that are not directly addressed in the current policies of the Board of Trustees. In order that the Board of Trustees can be assured of the smooth operation of the District, it is deemed to be necessary to establish a protocol to address such issues in an efficient and timely manner.

**POLICY**

The Board of Trustees recognizes that it is impossible to develop policy to cover each situation that may develop. In the event that situations arise that are not directly addressed in the current policies of the Board of Trustees, the Superintendent of Schools is directed to take appropriate and reasonable action to address the matter.

**GUIDELINES**

1. The Superintendent of Schools is expected to act in accordance with established practice, legal requirements and the tenor of existing Board policies. In the event that action is necessary on any matter not addressed by Board policy, the Superintendent is empowered to act at her/his discretion.
2. The Superintendent of Schools should undertake appropriate consultation as the occasion demands. The Superintendent may consult with the Board Chair if time and circumstances permit.
3. Such action shall be reported to the Board as soon as practicable, along with a policy recommendation, should such policy be warranted, in order to provide guidance in similar circumstances in the future.

**Approved:  
January 20, 2004**

**Revised:  
September 20, 2016**

**REFERENCES**

- [Procedure 208 P 001](#) Staff Response to Media Requests
- [Procedure 208 P 002](#) Advertising in and Through Schools
- [Procedure 208 P 003](#) Credits and Recognition for Alternative Student Assessment
- [Procedure 208 P 004](#) Flag Etiquette
- [Exhibit 208 E 001](#) Application: Student Initiated Challenge Assessment
- [Exhibit 208 E 002](#) Challenge Assessment Summary