

**HOOKSETT SCHOOL DISTRICT  
ADMINISTRATION IN POLICY ABSENCE**

In the absence of established School Board policy or School Board direction, the Superintendent of Schools shall assume responsibility for making necessary decisions. In such instances, the Principal or other administrative or instructional personnel shall gain the approval of the Superintendent before taking action.

In the situations which arise within the schools where the Board has provided no guides for administrative action, the Superintendent shall have power to act but his/her decisions shall be subject to review and ratification by action of the Board at its regular meeting. It shall be the duty of the Superintendent to inform the Board promptly of such action and of the need for policy.

Adopted: December 21, 1999  
Revised: May 16, 2017