

Administrative Procedure 121

DEVELOPMENT AND REVIEW OF ADMINISTRATIVE PROCEDURES

Background

The Division believes that a regular review of administrative procedures, with opportunity for input by the appropriate stakeholders, leads to effective operations within the school system.

Procedures

1. A review of all administrative procedures will be carried out through the Office of the Superintendent on an annual basis.
2. The annual review of administrative procedures shall solicit input from trustees, teachers, Division office personnel, School Councils, and administrators.
3. Development or review of a specific administrative procedure may be initiated at any time by a formal request from the Board, a School Council, or a staff member who is personally affected by that procedure. The request for development or review shall detail the issues and concerns associated with the administrative procedure and, if possible in the case of review, offer suggestions for revision.
4. The Superintendent shall determine an appropriate process for reviewing a specific administrative procedure when requested to ensure that fair and reasonable consideration is given to the request. It is expected that, in most instances, such a review will be carried out by the Superintendent, a Division office administrator with direct responsibility in that area, and a school-based administrator selected by the Superintendent.
5. Any decisions arising from a review of administrative procedures will be communicated expeditiously to all affected stakeholders.

Reference: Section 60, 61, 113, School Act

