

AP 121 – REVIEW OF ADMINISTRATIVE PROCEDURES

Background

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 Director on an annual basis.
2. The annual review of administrative procedures shall solicit input from school-based staff, Division Office personnel, School Community Councils and administrators.
3. Review of a specific administrative procedure may be initiated at any time by a formal request from a School Community Council, a school administrator or an employee who is personally affected by that procedure. The request for such a review shall detail the issues and concerns associated with the administrative procedure and, if possible, offer suggestions for revision.
4. The Director will 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 Director, a Division Office administrator with direct responsibility in that area, and a school-based administrator selected by the Director.
5. Any decisions arising from a review of administrative procedures will be communicated expeditiously to all affected stakeholders. Any changes made to the Administrative Procedures Manual will be included as information in the Board agenda and updated on the website in a timely fashion.

Reference: Sections 108, 109 Education Act
Policy 11 – Board Delegation of Authority