

Administrative Procedure 121

Review of Administrative Procedures

Background:

The Director 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. The Director will establish an annual plan for the review of Administrative Procedures to align with the Division and Ministry Priorities and Direction, minimally once per three years.
2. Review of a specific administrative procedure may be initiated at any time by a formal request from the Board, a School Community Council, a school administrator or an employee who is personally affected by that procedure.
 - 2.1. The request for such a review shall detail the issues and concerns associated with the administrative procedure and, if possible, offer suggestions for revision.
 - 2.2. The Director 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 Director, a central office administrator with direct responsibility in that area, and a school-based administrator selected by the Director.
3. The scheduled review of administrative procedures shall solicit input from teachers, central office personnel, School Community Councils, and administrators, as appropriate.
4. Any decisions arising from a review of administrative procedures will be communicated expeditiously to all affected stakeholders.

Reference:

Section 108, 109 Education Act

Policy 11 – Board Delegation of Authority

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