

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 division.

Procedures

1. A review of all administrative procedures will be carried out through the office of the Director on a regular basis.
2. The review of administrative procedures shall solicit input from the Director, superintendents, department managers, administrators, teachers, support personnel, and School Community Councils.
3. Review of a specific administrative procedure may be initiated at any time by a formal request from the Director, superintendents, department managers, a School Community Council, an administrator or a staff member 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 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 (see Appendix A Administrative Procedures Review Process).
5. Any decisions arising from a review and renewal of administrative procedures will be communicated expeditiously to all affected stakeholders.

Reference: Section 109 Education Act
Policy 11 – Board Delegation of Authority
Appendix A Administrative Procedures Review Process

Updated: December 2010, January 2016, May 2025