

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. In reviewing administrative procedures those most affected by such procedures shall be consulted to the degree that is reasonably possible. Consultations may involve trustees, teachers, support staff, division office personnel, school councils and administrators.
 - 2.1 All changes to administrative procedures will be brought to the administration group for review once, at minimum. If the administrative group decides feedback from staff is required, the procedure will be placed on the agenda at a subsequent meeting.
 - 2.1.1 Where exceptional and extenuating circumstances exist, the Superintendent may waive the requirement to bring proposed changes to the administration group for review.
 - 2.2 Feedback from stakeholders shall be submitted no later than three days prior to the next administrative meeting.
 - 2.3 All changes to administrative procedures will be brought to the Board of Trustees as an information item at a meeting of the Board.
3. Development, review, or deletion of a specific administrative procedure may be initiated at any time by a formal request to the Superintendent from the Board, a School Council, or a staff member who is personally affected by that procedure. The request for development, review, or deletion shall detail the issues and concerns associated with the administrative procedure and, if possible in the case of review, offer suggestions for revision; or in the case of deletion, offer reasons for the deletion.
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.

6. All administrative procedures, in their most recent form, will be posted electronically to the division's website for ease of access.

Reference: Section 60, 61, 113, School Act