



### **DEVELOPMENT AND REVIEW OF ADMINISTRATIVE PROCEDURES**

#### **Background**

A regular review of administrative procedures, with opportunity for input from the appropriate stakeholders, leads to effective operations within the school system.

#### **Procedures**

1. A review of all Administrative Procedures will be carried out as needed.
2. The review of Administrative Procedures may seek input from teachers, support staff, school 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, from a school council, or from a staff member who is personally affected by that Administrative Procedure. The request for development or review shall detail the issues and concerns associated with the Administrative Procedure.
4. The superintendent will determine an appropriate process for reviewing a specific Administrative Procedure when requested.
5. Any decisions arising from a review of Administrative Procedures will be communicated to affected stakeholders.

Reference: Section 33, 51, 52, 53, 68, 197, 204, 222, 225 Education Act