

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. The annual review of administrative procedures shall solicit input from the Board of Trustees, central office personnel, the Policy Advisory Committee and administrators.
3. Review of a specific administrative procedure may be initiated at any time by a formal request from the Board of Trustees, the Policy Advisory Committee, a school 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 Superintendent of Schools shall determine an appropriate process for reviewing a specific administrative procedure, when so requested, to ensure that fair and reasonable consideration is given to the request.
5. The superintendent shall submit to the Policy Advisory Committee any substantive revisions to the Administrative Procedures Manual that are related to school operations, for the purpose of information, discussion or input.
6. Any decisions arising from a review of administrative procedures will be communicated expeditiously to all affected stakeholders.

Reference: Policy 10 – Policy Making

Revised November 20, 2019