

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

### **Background**

Articulating the superintendent's requirements for the development and review of administrative procedures creates coherence and consistency across all administrative regulations. A regular review of administrative procedures, with opportunity for input by the appropriate stakeholders, leads to effective operations within the school system and the implementation of the desired outcomes of board policy.

### **Procedures**

1. An opportunity for review of 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 departments or stakeholders that share responsibility or will be directly impacted by the administrative regulation.
3. Development or review of a specific administrative procedure may be initiated at any time by a formal request from the Board, a School Council, a staff member who is personally affected by that procedure, or the Superintendent. The request for development or review shall detail the issues and concerns associated with the administrative procedure and, if possible in the case of review, offer suggestions for revision.
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.
5. The Superintendent of Schools shall inform the Board of new or changes to provincial or federal legislation, policy or regulations requiring the development or review of Administrative Procedures.
6. Notwithstanding the general development process outlined above, the Superintendent retains the right to develop, amend, delete or approve any administrative procedures at any time should circumstances warrant such action.

7. Any decisions arising from a review of administrative procedures will be communicated expeditiously to all affected stakeholders.
8. The office of the superintendent shall communicate new and revised administrative procedures through existing communication channels.

### **Reference**

Section 52, 53, 222 Education Act

### **History**

Developed: August 2003  
Amended: April 2006  
Amended: October 2018  
Amended: January 2020