

Administrative Procedure 121

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 system.

Procedures

1. A general review of all Administrative Procedures will be carried out on a systematic, cyclical basis as determined by the Superintendent.
2. In addition to the general review, the Superintendent will annually solicit feedback from Trustees, Division Office staff, Principals, Teacher-Board Advisory Committee, and School Councils as to any specific areas of concern regarding the Administrative Procedures Manual.
 - 2.1 Such feedback will be requested in a memorandum distributed before January 31 and to be received no later than March 1 in any given school year.
3. Reviews of administrative procedures will be carried out by a team, appointed by the Superintendent.
4. Any decision(s) arising from a review of administrative procedures will be communicated expeditiously to all affected stakeholders by the Superintendent.

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