

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 trustees, teachers, Division office personnel, school councils, and administrators.
3. Review of a specific administrative procedure may be initiated at any time by a formal request from the Board, 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 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.