

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 review of all administrative procedures will be carried out through the Office of the Superintendent on a regular basis.
2. Review of a specific administrative procedure may be initiated at any time by a formal request from the Board, a Parent Advisory Council, a school administrator, an employee or a student 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.
3. 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 District Office administrator with direct responsibility in that area, and a school-based administrator selected by the Superintendent.
4. Any decisions arising from a review of administrative procedures will be communicated expeditiously to all affected stakeholders.

Reference: Sections 8, 22, 65, 85 School Act
School Regulation 265/89