

## **Administrative Procedure 121**

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### **DEVELOPMENT AND 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 schedule for regular review of all administrative procedures will be developed and carried out through the Office of the Superintendent.
2. The annual review of Administrative Procedures shall solicit input from appropriate stakeholders which may include teachers, division office personnel, school councils, school administrators and trustees.
3. Development or review of a specific administrative procedure may be requested at any time by a formal request from the Board of Trustees, a school council, or a staff member who is personally affected by that procedure. 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 or developing a specific administrative procedure when requested to ensure that fair and reasonable consideration is given to the request.
5. All new and amended Administrative Procedures will be shared with the Board of Trustees prior to implementation.
6. Any new or amended administrative procedures will be communicated expeditiously to all affected stakeholders.

Reference: Section 60, 61, School Act