

Administrative Procedure 121

REVIEW OF ADMINISTRATIVE PROCEDURES

Background

All administrative procedures will be reviewed on a biennial basis, with opportunity for updates to be completed as necessary and as soon as possible. Input from stakeholders and rights holders, will be sought as appropriate, as we believe this engagement 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 biennial 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 and rights holders.

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

Revised: May 31, 2022