

## REVIEW OF ADMINISTRATIVE PROCEDURES

### Background

It is the responsibility of the Director to develop and keep current an Administrative Procedures Manual and develop and maintain consultative processes for the establishment and review of such procedures.

### Procedures

1. A review of all administrative procedures will be carried out through the Office of the Director on an annual basis.
2. The annual review of the Administrative Procedures Manual shall include a request for input from teachers, Division Office personnel, School Community Councils and administrators as appropriate.
3. Review of a specific administrative procedure may be initiated at any time by a formal request from the Board, a School Community 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 is to offer suggestions for revision.
4. The Director shall determine an appropriate process for reviewing a specific administrative procedure when a request to do so is received and will ensure that fair and reasonable consideration is given to the request. Such a review will be carried out by a committee which includes the Director, a Division Office administrator with direct responsibility in that area, and a school-based administrator selected by the Director.
5. Any decisions arising from a review of administrative procedures will be communicated expeditiously to all affected stakeholders. Any changes made to the Administrative Procedures Manual will be included as information in the Board agenda and updated on the Division website in a timely fashion.

Reference: Sections 85, 87 Education Act

Approved: November 22, 2018