

Administrative Procedure 121

DEVELOPMENT AND 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 an annual basis.
2. The annual review of administrative procedures shall solicit input from teachers, support staff, EICS Central Learning Services personnel, School Councils and administrators.
3. Development or review of a specific administrative procedure may be initiated at any time by a formal request from the Board, a School Council, or a staff member. 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 will determine the scope and timing of the review using criteria as outlined in the Appendix.
5. The Superintendent will 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, an EICS Central Learning Services administrator with direct responsibility in that area, and a school-based administrator selected by the Superintendent.
6. Any decisions arising from a review of administrative procedures will be communicated expeditiously to all affected stakeholders.

Reference: Section 60, 61, 113 School Act