



Administrative Procedures

AP-302	Date of implementation: Fall 2019
	Date of review: November 15, 2023
REVIEW OF ADMINISTRATIVE PROCEDURES	Related Administrative Procedures:

Purpose: It is the responsibility of the Director to develop and keep the Division’s Administrative Procedures Manual current and develop and maintain consultative processes for the establishment and review of such procedures.

Procedure

- 1) A review of administrative procedures (AP) will be carried out by the Director on a regular basis.
- 2) Superintendents are assigned responsibility for implementing and monitoring the effectiveness of selected AP’s related to their role descriptions. The superintendent assigned such responsibility shall bring forward issues related to areas of assigned responsibility and shall propose edits, deletions or additions of AP’s where warranted to ensure AP’s are effective, current, legal and operational.
- 3) Review of a specific AP also 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 AP and is to offer suggestions for revision.
- 4) The Director shall determine an appropriate process for reviewing a specific AP 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 that includes the Director, a superintendent with direct responsibility in that area, and a school-based administrator selected by the Director.
- 5) Any decisions arising from a review of AP will be communicated expeditiously to all affected stakeholders. Any substantive 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 manner.