

## **121 - 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. Review of a specific administrative procedure may be initiated at any time by a formal request from the Board, a school 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, if possible, offer suggestions for revision.
2. 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 central office administrator with direct responsibility in that area, and a school-based administrator selected by the Superintendent.
3. Any decisions arising from a review of administrative procedures will be communicated expeditiously to all affected stakeholders.

Reference: Policy 11 – Board Delegation of Authority