


<b>Administrative Procedures 102</b>		
<b>Review of Administrative Procedures</b>		
		<b>Adopted:</b> <b>June 28, 2011</b>  <b>Amended:</b> <b>September 30, 2015</b>
	<b>External References:</b> <ul style="list-style-type: none"> <li>• Education Act: Sections 85, 109, 175</li> </ul>	<b>Internal References:</b>

**Background**

It is the responsibility of the Director to develop and keep current administrative procedures 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 as required.
2. The review of administrative procedures shall include input from school staffs, Division Office personnel and School Community Councils 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 substantive changes made to administrative procedures will be included as information in the Board agenda and updated on the Division website in a timely fashion.