

Administrative Procedure 120

ADMINISTRATIVE PROCEDURE DEVELOPMENT AND REVIEW

Background

Board Policy 12 – Role of the Superintendent requires that the Superintendent develop and routinely review all Administrative Procedures to ensure they align with Board policy, priorities, values, and relevant provincial policies, regulations, and procedures, keeping them current and consistent.

Procedures

1. Development or review of a specific Administrative Procedure and related documents may be initiated at any time by the Department responsible to the related Administrative Procedure.
2. For the development of Administrative Procedures and related documents, refer to Administrative Procedure Process Manual, located in the Knowledge Centre.
3. 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.
4. The designated Department will be responsible for the creating new and reviewing existing Administrative Procedures and related documents.
 - 4.1 A review of the Administrative Procedure will be initiated at a minimum of five years from the modified date identified on the document. If no revisions are necessary during the scheduled review, the Department will update the modified date to the review date to verify that all documents have been assessed.
 - 4.2 The scheduled review of Administrative Procedures will allow opportunity for input from appropriate stakeholders.
5. All reviews, once completed, will be routed to the Office of the Superintendent or designate for approval.
6. Approved new or revised Administrative Procedure documents will be posted internally in the Knowledge Centre, and the Superintendent will ensure that all Administrative Procedures are accessible on the Division's website, providing easy access for Trustees, staff members, students, parents, and the general public.
7. Division supervisors and Principals are tasked with communicating any new or revised Administrative Procedures, explaining significant changes, and providing interpretations to their respective teams.

Reference: Section 52, 53, 68, 197, 204, 222, 225 Education Act
Administrative Procedure Process Manual
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