

## **Administrative Procedure 100**

### **School Operations**

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#### **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.

##### **Procedures**

1. A review of administrative procedures will be carried out through the office of the superintendent on a three-year cycle.
2. The review of administrative procedures shall solicit input from stakeholders as appropriate.
3. The superintendent shall determine an appropriate process for reviewing a specific administrative procedure when requested by a stakeholder 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.
4. All administrative procedures will be held in custody of the secretary-treasurer and posted to the school website.

**Approved:** September 2021