

Administrative Procedure 100

School Operations

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 five-year cycle or as needed.
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 electronic format by the secretary-treasurer and posted to the school website.

Approved: July 2023