

## Administrative Procedure 121

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### REVIEW OF ADMINISTRATIVE PROCEDURES

#### Background

It is the responsibility of the Director of Education to develop and keep current an Administrative Procedures Manual and develop and maintain consultative processes for the establishment and review of such procedures.

#### Procedures

1. A review of administrative procedures will be carried out through the Office of the Director of Education on a regular basis.
2. Senior administrators are assigned responsibility for implementing and monitoring the effectiveness of selected AP's related to their role descriptions. The senior administrator assigned such responsibility shall bring forward issues related to areas of assigned responsibility and shall propose edits, deletions or additions of AP's where warranted to ensure AP's are effective, current, legal and operational.
3. Review of a specific administrative procedure also 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 of Education 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 of Education, a Division Office administrator with direct responsibility in that area, and a school-based administrator selected by the Director of Education.
5. Any decisions arising from a review of administrative procedures will be communicated expeditiously to all affected stakeholders. Any changes made to the Administrative Procedures Manual will be included as information in the Board agenda and updated on the Division website in a timely fashion.

Reference: Sections 85, 87 Education Act

June 12, 2013