
POLICY AND PROCEDURES DEVELOPMENT, REVIEW AND DISSEMINATION

Background

The Superintendent, as per the Education Act, is delegated by the Board, the authority to create Division Administrative Procedures.

Procedures

1. All Board Policies and Administrative Procedures will be posted on the Division's website and notification of any changes sent to trustees, principals, central office staff and collective bargaining unit presidents.
2. It will be the responsibility of principals and senior administration to share Board Policy and Administrative Procedures to their respective staffs.
3. A formal review of Administrative Procedures will be carried out through the Office of the Superintendent every two years. In addition, the review of Administrative Procedures may include input from trustees, principals, staff, school councils, and students where appropriate.
4. 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. It is expected that in most instances such a review will be carried out by the Superintendent, a central office administrator with direct responsibility in that area, and/or a principal selected by the Superintendent.
5. Any decisions arising from a review of Administrative Procedures will be communicated.

Reference: Section 33,51,52,53,68,197,204,222,225 Education Act

Approved: November 2005

Amended: January 13, 2016; March 21, 2018; July 1, 2018; April 14, 2020