

# DEVELOPMENT AND REVIEW OF ADMINISTRATIVE PROCEDURES

## Background

A regular review of administrative procedures (APs), with opportunity for input by the appropriate stakeholders, enhances effective operations within the school system.

## Procedures

1. An opportunity for review of administrative procedures will occur through the Office of the Superintendent on an annual basis.
  - 1.1 A Division-wide call for review of any specific APs will be provided by May 30 in any year for review the following year.
  - 1.2 Administrative Procedures identified for revision will be outlined at the August administrators' meeting.
2. Development or review of a specific administrative procedure may be initiated at any time by a formal request from the Board, a School Council or a staff member who is personally affected by that procedure. The request for development or review shall detail the issues and concerns associated with the administrative procedure and, if possible in the case of review, offer suggestions for revision. Requests for development or review shall be submitted to the Superintendent.
3. Revised administrative procedures will be shared as information with the Board and will be circulated to:
  - 3.1 The Foothills Administrators' Association.
  - 3.2 School staffs.
  - 3.3 School Councils.
  - 3.4 The Foothills ATA Local.
  - 3.5 The custodial contractor.
  - 3.6 The Association of Drivers of the Foothills School Division.
  - 3.7 The Foothills CUPE Local.
  - 3.8 The Foothills Maintenance Association
  - 3.9 Other interested or affected groups and/or individuals as deemed appropriate (e.g. Student Council).
4. Any decisions arising from a review of administrative procedures will be communicated expeditiously to all affected stakeholders and shared as an information item with the Board.
5. Notwithstanding the general development process outlined above, the Superintendent retains the right to develop, amend, delete or approve any administrative procedures at any time should circumstances warrant such action.

Reference: Relevant Legislation & Guidelines