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## **Background**

A regular review of administrative procedures, with opportunity for input by the appropriate stakeholders, leads to effective operations and shared understandings within the School.

## **Procedures**

1. Development or review of a specific administrative procedure and/or accompanying form, may be initiated at any time by a formal request from the Charter Board, the School Council, the Principal, 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.
2. The regular review of administrative procedures and forms will occur according to the schedule established by the Superintendent.
3. The Superintendent will consult annually with the Principal and the Secretary- Treasurer to identify possible new, or potential amendments to existing administrative procedures and/or forms in response to the changing context.
4. Any decisions arising from a review of administrative procedures and/or forms will be communicated expeditiously to all affected stakeholders and shared as a consent agenda item within the Superintendent's Report, with the Charter 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:

Education Act s. 27, 52, 53, 54, 197, 222