

## DEVELOPMENT AND REVISION OF ADMINISTRATIVE PROCEDURES (APs)

### Background

The District believes that development and regular review of administrative procedures (APs) leads to effective operations in compliance with legislative, legal or regulatory requirements within the school system.

### Procedures

#### Development

1. As directed by the Superintendent, and in accordance with Policies 10 and 11, a designate from the District Leadership Team (DLT) with appropriate responsibility drafts an AP and recommends a consultative process, if applicable, to the Superintendent.
2. The draft AP is reviewed by the DLT and approved or recommended for consultative feedback from affected stakeholders.
3. If additional feedback to the draft proposal was recommended and received, final approval is given to the AP at a subsequent DLT meeting.
4. The new AP will be communicated expeditiously.

#### Review

1. A review of all APs will be carried out on a regular basis through the Office of the Superintendent.
2. A request for review of an existing AP shall detail the issues and concerns associated with the AP and, if possible, offer suggestions for revision. A request for review of a specific AP will be forwarded to the appropriate DLT member. When applicable such requests will come through the stakeholder group representative. The DLT member may present the request for review to the DLT.
3. The Superintendent shall determine a process for reviewing a specific AP to ensure that fair and reasonable consideration is given to the request. It is expected that, in most instances, the Superintendent and a DLT Member with direct responsibility in that area will carry out such a review.
4. Any decisions arising from a review of an AP will be communicated expeditiously.
5. It is the responsibility of employees to familiarize themselves with and follow the administrative procedures applicable to their roles and responsibilities.

References: Policy 10 – Policy Making, and Policy 11 – Board Delegation of Authority

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