



Policy

No. 8

ADMINISTRATIVE PROCEDURES

The Board of Education for School District No. 87 (Stikine) has delegated, through Policy No. 6 to the Superintendent of Schools, the authority to develop and regularly update Administrative Procedures designed to provide direction to staff in a number of areas not specifically referred to by Board policy. Most issues included under Administrative Procedures do, however, support general directions as set by the Board through their district policies.

The development and review of all Administrative Procedures is to follow these guidelines:

1. The Superintendent of Schools and/or district staff member will generally create the initial Administrative Procedure in draft.
2. The draft document will then be reviewed by senior staff.
3. Consideration will be given to consulting with appropriate partner groups.
4. The Superintendent of Schools will inform the Board at the next available meeting that a particular Administrative Procedure is under development, and/or review.
5. Once all expected feedback has been received, the Superintendent of Schools will be responsible for finalizing the Administrative Procedure.
6. All Administrative Procedures will be reviewed at least annually by the Superintendent's office.
7. Any possible changes resulting from the annual review will be communicated to the Board of any adjustments being made.

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