



Policy No. 8 109

ADMINISTRATIVE PROCEDURES

POLICY STATEMENT

The Board of Education ~~for~~ of School District No. 87 (Stikine) has delegated, through its ~~Role of the Superintendent of Schools Policy No. 6~~ to the Superintendent of Schools the authority to develop and regularly update **the district's** Administrative Procedures **which are** designed to provide direction to staff in a number of areas not specifically referred to by Board policy (**see Policy No 108 – Role of the Superintendent**). Most issues included under Administrative Procedures do, however, support general directions as set by the Board through their district policies.

REGULATIONS

~~The development and review of All Administrative Procedures is~~ **will be developed and reviewed according to be the following these procedures** guidelines:

1. The Superintendent of Schools and/or **designate** ~~district staff member~~ will generally create **and/or revise** the ~~initial~~ Administrative Procedure in draft.
2. The Superintendent of Schools will inform the Board at the next available meeting that a particular Administrative Procedure is under development, and/or review.
3. **The development and/or revision of Administrative Procedures is intended to be a collaborative process. The Superintendent or designate shall ensure that all senior staff members whose portfolios or areas of responsibility are impacted by an Administrative Procedure are formally consulted and provided the opportunity for input. The draft document will then be reviewed by senior staff.**
4. **Where appropriate, the Superintendent or designate shall ensure meaningful consultation with all relevant partner groups. This includes, but is not limited to, students, parents/guardians, employee unions/associations, and community partners. Feedback from these groups will be solicited to identify potential impacts and ensure procedures reflect the diverse needs of the school community. Consideration will be given to consulting with appropriate partner groups.**
5. Once all expected feedback has been received, the Superintendent of Schools **or designate** will be responsible for finalizing the Administrative Procedure.
6. All **existing** Administrative Procedures will be reviewed at least **every three years** 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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Revised: 2010.04.08 **2026.02.26**