



Policy No. 109

ADMINISTRATIVE PROCEDURES

POLICY STATEMENT

The Board of Education of School District No. 87 (Stikine) has delegated, 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

All Administrative Procedures will be developed and reviewed according to the following procedures:

1. The Superintendent or designate will create and/or revise the Administrative Procedure in draft.
2. The Superintendent 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.
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.
5. Once all expected feedback has been received, the Superintendent or designate will be responsible for finalizing the Administrative Procedure.
6. All existing Administrative Procedures will be reviewed at least every three years by the Superintendent's office.

Date: 2009.06.04

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