

REVIEW OF ADMINISTRATIVE PROCEDURES

Background

The Division believes that a regular review of administrative procedures, with opportunity for input by the appropriate stakeholders, leads to effective operations within the school system.

Procedures

1. A general review of all administrative procedures will be carried out through the Office of the Superintendent. The Superintendent shall solicit feedback throughout the jurisdiction including the Board of Trustees, Division Office, Administrative Council, LRSD Staff, and Regional Student and School Councils as to any specific areas of concern.
2. A review of a specific administrative procedure may be formally requested at any time. The request for such a review shall detail the issues and concerns associated with the administrative procedure and, if possible, offer suggestions for improvement.
3. The Superintendent shall ensure that a fair, reasonable, and timely consideration is given to each request for a review conducted in accordance with this Administrative Procedure. The review shall be carried out by the Superintendent, an Associate Superintendent with direct responsibility in that area, and at least one school-based administrator selected by the Superintendent.
4. New procedures will be reviewed at the end of the first year of implementation.
5. Any decision(s) arising from a review of administrative procedures will be communicated to all affected stakeholders.

References

Board Policy 11
Education Act Sections 33, 51, 52, 53, 197, 204, 222.
December, 2003
Updates: July, 2010; July, 2011; June, 2012
Review: January 2020, February 2020