

Administrative Procedure 136 DEVELOPMENT AND REVIEW OF ADMINISTRATIVE PROCEDURES

A regular review of administrative procedures, with opportunities for input from appropriate stakeholders, leads to effective operations within the school system.

Procedures

1. A review of all administrative procedures will be carried out through the Office of the Superintendent on an annual basis.
2. The annual review of administrative procedures shall solicit input from teachers, support staff, ECACS Central Office personnel, School Councils, and administrators.
3. Development or review of a specific administrative procedure may be initiated at any time by a formal request from stakeholders.
4. The request for development or review shall detail the issues and concerns associated with the administrative procedure and, if possible in the case of review, offer suggestions for revision. This request will be submitted to the respective Principal.
5. The Superintendent will determine an appropriate process for reviewing a specific administrative procedure when requested to ensure that fair and reasonable consideration is given to the request. Such a review will be carried out by the Superintendent, Division Senior Staff, and Principals at Principals Regular Meetings.
6. Any decisions arising from a review of administrative procedures will be communicated expeditiously to all affected stakeholders.

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Reference: Section 33, 51, 52, 53, 68, 197, 204, 222, 225 Education Act