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**ADMINISTRATIVE PROCEDURE 120**  
**POLICY AND PROCEDURES DEVELOPMENT, REVIEW AND**  
**DISSEMINATION**

**Background**

The Superintendent has been given the responsibility for implementing policy and procedures, which includes maintaining the Board Policy Handbook and the Administrative Procedures Manual and their dissemination to the appropriate members of the Division. A regular review of administrative procedures, with opportunity for input by the appropriate stakeholders, leads to effective operations within the school system.

**Procedures**

1. It shall be the responsibility of the Principal and Senior Administration to:
  - 1.1 Convey to and interpret policy and administrative procedures to their respective staffs.
2. A review of administrative procedures will be carried out through the Office of the Superintendent.
3. The review of administrative procedures shall solicit input from trustees, teachers, division office personnel, school councils, administrators and where appropriate, students.
4. Development or review of a specific administrative procedure may be initiated at any time by a formal request from the Board, a School Council, or a staff member who is personally affected by that procedure. The request for development or review shall detail the issue and concerns associated with the administrative procedure and, if possible in the case of review, offer suggestions for revision.
5. The Superintendent shall determine an appropriate process for reviewing a specific administrative procedure when requested to ensure that fair and reasonable consideration is given to the request. It is expected that in most instances such a review will be carried out by the Superintendent, a Division office administrator with direct responsibility in that area, and a school-based administrator selected by the Superintendent.
6. Any decisions arising from a review of administrative procedures will be communicated expeditiously to all affected stakeholders.

7. All Board Policies and Administrative Procedures shall be posted expeditiously on the Division's website and notification of any changes sent to trustees, all principals and central office staff.

Reference: Section 60, 61, 113, School Act

Developed: November 2005  
Amended: January 13, 2016