

	<b>Administrative Procedure</b>	
	Subject	Review of Administrative Procedures
	AP Code	121

## Background

It is the responsibility of the school director to develop and keep current an Administrative Procedures Manual and develop and maintain consultative processes for the establishment and review of such procedures.

## Procedures

1. A review of administrative procedures will be carried out through the office of the school director on a regular basis.
2. The principal may bring forward issues related to any administrative procedure and shall propose edits, deletions, or additions of APs where warranted to ensure APs are effective, current, legal, and operational.
3. Review of a specific administrative procedure also may be initiated at any time by a formal request from the board or an employee who is personally affected by that procedure. The request for such a review shall detail the issues and concerns associated with the administrative procedure and is to offer suggestions for revision.
4. The school director shall determine an appropriate process for reviewing a specific administrative procedure when a request to do so is received and will ensure that fair and reasonable consideration is given to the request. Such a review will be carried out by a committee that includes the school director, a board member, and a school-based administrator selected by the school director.
5. Any decisions arising from a review of administrative procedures will be communicated expeditiously to the Ministry of Education for approval. All variation from the standard administrative procedures must be approved by the Ministry before it is implemented. Any changes made to the Administrative Procedures Manual will be disseminated as per AP120.
6. The board may make a recommendation to the Ministry of Education to make an amendment to the standard administrative procedure, which applies to all independent schools.

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**Legal References**

The Education Act (1995) – Section(s) 85, 87

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**Date Adopted**

October 31, 2023

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**Revised**

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