

Purpose/Background

The Superintendent has been given responsibility for implementation and review of the Administrative Procedures Manual. Regular review of administrative procedures, with opportunities for input from appropriate stakeholders, leads to effective operations with the Division.

Procedures

1. A review of all administrative procedures shall be conducted through the Office of the Superintendent.
2. This review will provide opportunities for input from stakeholders, including the Administrative Procedure Advisory Committee as appropriate.
3. Reviews shall ensure that each administrative procedure meets the following criteria:
 - 3.1 Each procedure is the responsibility of administration as delegated by the Board or as defined by legislation;
 - 3.2 Each procedure is consistent with Board Policy;
 - 3.3 Each procedure is consistent with other Administrative Procedures;
 - 3.4 Each procedure is consistent with the Division's strategic direction as outlined in the Four Year Education Plan; and
 - 3.5 Each procedure ensures clear and consistent direction for the Division.
4. Development or review of a specific administrative procedure would ordinarily be initiated by the Superintendent or senior staff, however, suggestions for development or review may be made by any stakeholder at any time through a formal request to the Superintendent.
 - 4.1 The request will be expected to detail the issues and concerns associated with the administrative procedure and if possible, offer suggestions for revision. RVS AF121-A Request to Initiate Administrative Procedure Process, is found on the website.
5. All newly developed administrative procedures and changes based on reviews of current administrative procedures shall be communicated expeditiously to all stakeholders.
6. Upon receiving a formal request for review, the Superintendent will determine the appropriate process for developing and reviewing the specific administrative procedure to ensure that reasonable consideration is given to the request.

Reference:

- Section 33, 51, 52, 53, 68, 197, 204, 222, 225 Education Act
- RVS AF121-A Request to Initiate Administrative Procedure Development Process
- Appendix A Procedure Development Process



PROCEDURE DEVELOPMENT PROCESS

Administration identifies the need for a procedure to be developed or amended.

A current working copy is requested from the Office of the Superintendent.

Edits are made and a draft procedure (new or amended) is brought to the Superintendent's Office with visible track changes.

Minor/grammatical corrections may be approved by the Superintendent. Approved changes are then posted to RVS website.

Website

OR

Edits are made and a draft procedure (new or amended) is brought to Superintendent's Office with track changes visible.

Superintendent takes the draft procedure to the Administrative Procedural Advisory Committee (APAC) Meeting.

The APAC recommends amendments to the draft procedure.

Final edits are produced by the Office of the Superintendent.

Procedure is posted to the website and communicated via The Charter and The Narrative.

The Charter

Website

The Narrative