



# Living Sky School Division No. 202

## Administrative Procedure Manual

### Procedure Name: Review of Administrative Procedures

|                            |                                 |                             |              |
|----------------------------|---------------------------------|-----------------------------|--------------|
| <b>Procedure Type:</b>     | Division Administration         | <b>Implementation Date:</b> | JAN 1, 2006  |
| <b>Procedure Number:</b>   | 3.06                            | <b>Last Approval Date:</b>  | JAN 27, 2023 |
| <b>AP Owner:</b>           | Director of Education           | <b>Last Reviewed:</b>       | APR 14, 2022 |
| <b>Legal Reference(s):</b> | <i>The Education Act – S.85</i> |                             |              |

### Background

Administrative procedures (APs) must be living documents that can be updated as needed to reflect changing legal, regulatory and operational realities. They must be reviewed using a framework that ensures consistency and rigour in LSKYSD's guiding documents. Regular, high-quality review and updating of APs leads to effective operations within the school system, especially when done so with consultation of those who must carry out the procedures and those who are served by them.

### Scope

This AP outlines general guidelines for reviewing and updating LSKYSD's administrative procedures.

### Roles & Responsibilities

Ultimate accountability for the state of APs rests with the director of education. The director is responsible for ensuring that the appropriate frameworks exist to produce and maintain APs that align with board direction and policy.

Individual system leaders (CFO, superintendents, service leads and specialists) are responsible for regularly reviewing and updating APs and protocols specific to their accountabilities.

All staff are responsible for maintaining awareness of APs and protocols that govern their work, and all are empowered to raise awareness with system leaders when specific APs or protocols require review and updating.

The PR & advancement specialist is responsible for ensuring that APs are easily accessible to those who require access.

### Definitions

Administrative Procedures – are a set or system of rules that govern the process for managing an organization. Procedures are meant to establish efficiency, consistency, responsibility and accountability. APs are public-facing documents.

Protocols – provide additional advice and support. They guide employees through step-by-step processes or tasks. They recommend how to perform a task or describe how to proceed in a situation. Protocols are internal documents.

Stakeholders – are any people or groups who are positively or negatively impacted by the administrative procedures. They can be people within or outside the organization.



## Procedures

1. Each AP shall be reviewed by the direction of education or designate as required. A designate will typically be a system leader holding accountabilities governed by the AP.
2. Any reviews shall involve active input from employees responsible for carrying out actions as defined in the AP.
3. Review of a specific AP may be initiated at any time by a formal request from the board, a school community council, or an employee whose role is impacted by the governing document. The request for such a review shall detail the issues and concerns associated with the AP and, if possible, offer suggestions for revision. Any requests shall be made to the director or to the system leader accountable for the AP.
4. The director shall determine an appropriate process for reviewing and updating APs. This process shall be consistent with the values of LSKYSD. In the case of a review by formal request, the process shall include participation by those who have made the request.
5. Any changes made to an AP shall be communicated expeditiously to all affected stakeholders.

## Related

The protocol entitled Review and Update of Administrative Procedures details the internal process for implementing this AP.