

ADMINISTRATIVE PROCEDURE #100

DEVELOPMENT AND REVIEW OF ADMINISTRATIVE PROCEDURES

BACKGROUND

A regular review and development of administrative procedures supports effective operations within the school system.

PROCEDURES

1. A review of administrative procedures will be carried out through the Office of the Superintendent on an annual basis.
2. Administrative Procedures will be appropriately categorized under the following sections:
 - 100 Administration
 - 200 Community
 - 300 Personnel
 - 400 Instruction
 - 500 Facilities
3. The annual review and development of administrative procedures may solicit input from partner groups and Host Nations as necessary and dependent on the specific topic. Input will be reviewed and considered as part of the decision-making process.
4. A review of a specific administrative procedure may be initiated at any time by a formal request from the Burnaby Board of Education.
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. Such a review is expected to be carried out by the Superintendent or designate.
6. Upon completing a review or developing an administrative procedure, the Board will be informed of any changes and provided an opportunity for feedback on those changes. Following, the updated or new administrative procedure will be communicated expeditiously to all partner groups and updated on the District website.

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Date Adopted: 2025-03
Date(s) Revised:

Cross References: