

SCHOOL DISTRICT NO. 8 (KOOTENAY LAKE)

REVIEW OF ADMINISTRATIVE GUIDELINES

Preamble

A regular review of administrative guidelines, with opportunity for input by the appropriate stakeholders, leads to effective operations within the school system.

Procedures

1. A regular review of all administrative guidelines will be carried out through the Office of the Superintendent.
2. The review of administrative procedures shall solicit input from the KLTF, KLPVPA, DPAC, CUPE Local748.
3. Review of a specific administrative guideline may be initiated at any time by a formal request by submitting a completed Review of Administrative Guidelines Request Form (Appendix A).
4. The Superintendent will report requests at the next regular Board meeting following the request. The Superintendent shall also inform the Board of a timeline should the request be approved. A decision by the Superintendent not to review Administrative Guidelines may be appealable to the Board.
5. The following will be the process for reviewing a specific administrative guideline when requested:
 - a.) The Superintendent will receive all request forms and respond to the submitter whether or not the request to review an administrative guideline is granted.
 - b.) If the request to review is denied, the Superintendent will inform the submitter the decision is appealable to the Board (Appendix B):
 - i. The appellant must submit the completed appeal form to the Board within thirty (30) days of the Superintendent's decision.
 - ii. The appeal form will be reviewed by the Board at a public board meeting as soon as practical.
 - iii. A decision will be communicated to the appellant whether or not to hear the appeal within ten (10) days of review by the Board.
 - iv. The decision not to hear the appeal is final.
 - v. The decision to hear the appeal will be followed by a meeting between the appellant, Superintendent and at least three (3) trustees.
 - vi. The appellant will be informed of the results of the appeal within ten (10) days of the meeting.

- c.) If the request to review is approved, the Superintendent will carry out the review with assistance from a member of the Senior Leadership Team with direct responsibility in that area, the DPAC, KLTF, KLPVPA, CUPE local 748 as required.
6. Any decisions arising from a review of administrative procedures will be communicated expeditiously to all affected stakeholders.

**SCHOOL DISTRICT NO. 8 (KOOTENAY LAKE)
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REQUEST FORM
Appendix A**

Title of Administrative Guideline: _____

Purpose and rationale for request to review: _____

Suggested wording: _____

Submitted by: _____

Phone/email: _____

Date: _____

