

# Administrative Procedure 121

## General Administration

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# DEVELOPMENT AND REVIEW OF ADMINISTRATIVE PROCEDURES

## BACKGROUND

A regular review of administrative procedures, with opportunity for input by the appropriate stakeholders, leads to effective operations within the school. Administrative procedures which apply to employees shall include administrators, both certificated and non-certificated of the Westmount Charter School Society otherwise referred to as (the “charter board”).

## PROCEDURES

1. A review of administrative procedures will be carried out through the office of the superintendent on a three year cycle.
2. The review of administrative procedures shall solicit input from stakeholders as appropriate.
3. The superintendent shall determine an appropriate process for reviewing a specific administrative procedure when requested by a stakeholder to ensure that fair and reasonable consideration is given to the request. It is expected that in most instances, such a review will be carried out by the superintendent.
4. All administrative procedures will be held in custody of the secretary-treasurer and posted to the school website.

**Legal Reference:** *Education Act*  
**Cross Reference:** Charter Board Policy 10: Policy Making  
**Date of Adoption:** February 11, 2009  
**Date of Revision:** February 3, 2014, September 7, 2016, October 3, 2016, January 21, 2020  
**Due for Review:** January 21, 2023