

# Administrative Procedure 121

## General Administration

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# DEVELOPMENT AND REVIEW OF ADMINISTRATIVE PROCEDURES

## BACKGROUND

The Charter Board recognizes that regular review of Administrative Procedures is essential to ensuring effective operations, legal compliance, and continuous improvement within the school authority. Administrative Procedures provide direction for implementing Board policies and support consistent, transparent, and accountable practices across the organization.

In alignment with the *Education Act*, the Charter Board delegates responsibility for the development, implementation, and review of Administrative Procedures to the Superintendent. Administrative Procedures apply to all employees of Westmount Charter School, including administrators and both certificated and non-certificated staff.

Meaningful input from appropriate stakeholders, where applicable, supports informed decision-making and strengthens the effectiveness and relevance of Administrative Procedures.

## PROCEDURES

1. Regular Review Cycle
  - 1.1 Administrative Procedures shall be reviewed on a three-year cycle under the direction of the Superintendent to ensure continued alignment with legislation, Board policy, and operational needs.
2. Stakeholder Input
  - 2.1 The review process shall include opportunities for stakeholder input, as appropriate, based on the scope and impact of the Administrative Procedure under review.
3. Review Initiated by Request
  - 3.1 When a stakeholder submits a request for review of an Administrative Procedure, the Superintendent shall determine an appropriate and timely review process to ensure the request receives fair and reasonable consideration. In most instances, the review shall be conducted by the Superintendent.
4. Custody and Communication
  - 4.1 All Administrative Procedures shall be maintained in the custody of the Secretary-Treasurer or the Secretary to the Board and Treasurer to the Board, and shall be made publicly available through posting on the school website.

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| <b>Legal Reference:</b>  | <i>Education Act</i>   |
| <b>Cross Reference:</b>  | Charter Board Policy 10: Policy Making   |
| <b>Date of Adoption:</b> | February 11, 2009  |
| <b>Date of Revision:</b> | February 3, 2014, September 7, 2016, October 3, 2016, January 21, 2020, January 18, 2023, January 19, 2026 |
| <b>Due for Review:</b>   | January 19, 2029   |