



KENORA CATHOLIC DISTRICT SCHOOL BOARD

100 General Administration Procedures

AP 103: Administrative Procedures Manual

This administrative procedure has been developed to provide guidelines for the effective operation of the school system and a framework for consistent decision-making by staff members. The director of education and designates will develop and monitor a comprehensive series of administrative procedures to allow for the fair and reasonably uniform application of the procedures by those staff members responsible for their implementation.

The director recognizes that a number of groups have an interest in and may provide valuable contributions in the development and revision of administrative procedures. The director encourages ideas for new procedures, or modifications of existing procedures from all interest groups including senior staff, school administrators, teachers, support staff, students, school councils, community groups, trustees, the general public, and parents.

The director of education recognizes that procedures, to be effective, must be reviewed regularly and changed in keeping with existing circumstances. This administrative procedure provides for a regular review of all the existing procedures.

1. Definitions

- 1.1 For purposes of this procedure, the term “procedure” shall mean regulations and guidelines to assist administrators and all staff members in making consistent decisions about the day-to-day operations of the district.
- 1.2 For purposes of this procedure, the term “procedure area” shall mean a logical division of the administrative procedures according to subject matter and responsibilities. Five divisions are described in Section 2.2.0 below.

2. Procedures Manual and Format

- 2.1 There shall be an administrative procedures manual for The Kenora Catholic District School Board which shall contain all of the procedures governing the operation of education within the system.

- 2.2 The procedures manual shall be organized into five sections. Each section shall contain all of the procedures relating to a subject area. There are five such divisions: General Administration, Educational Programs and Materials, Students, Personnel and Staff Relations and Business Administration.
- 2.3 Each procedure shall contain an opening statement which outlines the intent of the procedure.
- 2.4 Each procedure will describe the manner in which the procedure is to be implemented.
- 2.5 All procedures shall be presented to the system in a standard format as illustrated by this procedure. Procedures shall be organized in a way that permits each clause to be identified by heading, section and sub-section.
- 2.6 Once a procedure has been approved or amended by the director, any former procedure addressing the same issue shall be considered revoked.

3. Procedure Formulation

- 3.1 The determination of administrative procedures is solely the responsibility of the director of education.
- 3.2 To ensure effective implementation of procedures, the director or designate(s) will endeavor to inform and consult with groups affected by proposed procedures or amendments to existing procedures prior to finalizing the change.
- 3.3 Upon the identification of a new issue requiring a new procedure or the amendment of an existing procedure, the director or designate(s) will review the issue and provide the director with a report indicating the following:
 - 3.3.1 the current status of administrative direction on that issue;
 - 3.3.2 an indication of the present or anticipated issues which will be addressed by the formulation of a new procedure or the amendment of an existing procedure;
 - 3.3.3 the need for changes to the present procedure(s) to deal with the present or anticipated issues;
 - 3.3.4 suggestions for revisions to the existing procedure;
 - 3.3.5 the estimated cost implications of the proposed changes.

- 3.4** Upon receipt of a request for a new procedure or amendment, the director or designate(s) will examine the request and shall:
- 3.4.1 designate an individual or team to conduct further research, make comments or draft alternate proposals as may be required; or
 - 3.4.2 adopt the request for a new procedure or amendment and delegate the task to a writing team; or
 - 3.4.3 reject the request.

4. Procedure Implementation

- 4.1 The implementation of administrative procedures is the responsibility of the director of education.
- 4.2 Upon a procedure being adopted or amended by the director, it will be numbered for insertion in the appropriate section of the Procedures Manual.
- 4.3 The director of education will ensure that responsibility for the implementation of the procedure is delegated to the appropriate person(s) or group(s) and that the contents of the procedure are communicated effectively.

5. Procedure Review

- 5.1 All administrative procedures shall be reviewed regularly to ensure that they continue to adequately meet the needs of the system.
- 5.2 In addition to the review of procedures provided for in Section 3.0.0, the director and designates shall conduct a regular review of the Administrative Procedures Manual to identify procedures which may require amendment.
- 5.3 Those procedures identified by the director as requiring review, will be addressed in a timely manner.

6. Inclusionary Language

- 6.1 All administrative procedures in the Administrative Procedures Manual which refer to persons shall be worded to refer equally to members of both sexes, except where the references apply exclusively to males or females.

Legal References:

Education Act S. 283 Chief Executive Officer; S. 286 Duties of Supervisory Officers

Effective Date: September 2006
Latest Review Date: October 2009, August 23, 2011