

## **OPERATIONAL PROCEDURE DEVELOPMENT AND REVISION**

### **Background**

The superintendent of schools has been given the responsibility for establishing operational procedures and their implementation. A regular review of operational procedures leads to effective operations within the school system.

### **Procedure**

1. A review of all operational procedures will be carried out through the office of the superintendent on an annual basis.
2. Review or proposal of a specific operational procedure may be initiated at any time by a formal request from the Board of Education, a parents' advisory council, a school administrator or an employee who is personally affected by that procedure. The request for a review or proposal shall detail the issues and concerns associated with the operational procedure and, if possible, offer suggestions for revision/creation.
3. The superintendent of schools can create new operational procedures when deemed to be required by legislation or regulation, as an appropriate response to an issue or set of circumstances, and operational need.
4. The superintendent can establish an operational procedure working group to assist with the review and/or development of operational procedures and will determine the meeting schedule, should a working group be established.
  - 4.1 The operational procedure working group will determine whether there is a need for a new procedure or an amendment to an existing operational procedure.
  - 4.2 The operational procedure working group shall consider the following priorities when considering the development of a new operational procedure:
    - Is there an equity issue?
    - Is there a governance issue?
    - Are there financial implications?
    - What are the implications of continuing with the status quo?
    - What is the practicality or feasibility of developing a particular operational procedure?
  - 4.3 The operational procedure working group may refer an issue to an employee for procedure development and/or consult with affected parties. The operational procedure working group may establish timelines.
  - 4.4 Once a draft operational procedure is written it will be referred back to the operational procedure working group for review.
  - 4.5 The operational procedure working group may also provide support for the maintenance of the board's Governance Handbook by helping the board policy committee identify instances where an operational procedure may warrant a review and/or addition to the board's governance policies.

5. As part of the final implementation of a revised or new operational procedure, the superintendent and/or operational procedure working group will determine any immediate actions required by the operational procedure and the establishment of long-term plans.

Reference: Sections 8, 22, 65, 85 School Act

Cross Reference: [OP 101 – Policy and Procedures Dissemination](#)