
AP 121 – Review of Administrative Procedures

Background

A regular review of administrative procedures, leads to effective operations within the school system.

Procedures

1. A review of all administrative procedures will be carried out through the Office of the Superintendent on a regular basis.
2. The annual review of administrative procedures shall solicit input from the WVTA, WVMEA, WVAA and WVD PAC as necessary depending on the specific topic.
3. Review of a specific administrative procedure may be initiated at any time by a formal request from the Board.
4. The Superintendent shall determine an appropriate process for reviewing a specific administrative procedure when requested 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, a central office administrator with direct responsibility in that area, and a school-based administrator selected by the Superintendent.
5. Any decisions arising from a review of administrative procedures will be communicated expeditiously to all affected stakeholders.