

 <p>Jarvis Community Christian School</p> <p>SCHOOL ADMINISTRATIVE PROCEDURE BINDER</p>		ADMINISTRATIVE PROCEDURE NUMBER 102	PAGE NUMBER 1 of 1
		TITLE: Development and Review of Administrative Procedures	
		PREVIOUS REVISION DATES: None – New Procedure	
DATE OF APPROVAL: May 12, 2010		SIGNATURE OF COO/Principal:	
LAST REVIEWED: 2011, September 2017	REVIEW MONTH: August	Chad Haverkamp	

Background

The School believes that a regular review of administrative procedures, with opportunity for input by the appropriate stakeholders, leads to effective operations within the school.

Procedures

1. A review of all administrative procedures will be carried out through the Office of the COO/Principal on a two year cycle.
2. The review of administrative procedures shall solicit input from directors, teachers and office personnel.
3. Development or review of a specific administrative procedure may be initiated at any time by a formal request from the Board or a staff member who is personally affected by that procedure. The request for development or review shall detail the issues and concerns associated with the administrative procedure and, if possible in the case of review, offer suggestions for revision.
4. The COO/Principal 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 COO/Principal and vice-Principal.
5. Any decisions arising from a review of administrative procedures will be communicated expeditiously to all affected stakeholders.