

## Administrative Procedure 120

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### DEVELOPMENT, REVIEW AND DISSEMINATION OF ADMINISTRATIVE PROCEDURES

#### **Purpose**

Administrative procedures are detailed operational guidelines developed by the Superintendent to implement Board policies. This administrative procedure outlines the procedures which guide the development, revision and dissemination of administrative procedures.

#### **Background**

Policy development is a key responsibility of the Board. Policies communicate the Board's values, beliefs, and expectations, providing direction and guidelines for the District's operation.

VSB [Policy 10 - Policy Development](#) and [Policy 11 - Board Delegation of Authority](#) give the Superintendent responsibility for the development and review of administrative procedures.

Administrative procedures outline the specific steps and processes required to achieve the objectives set forth in the policies. They are intended to provide clarity and direction for staff in their day-to-day activities, ensuring that the Board's policies are executed effectively and efficiently.

#### **Procedures**

1. The Superintendent, or designate, is responsible for maintaining and updating the Administrative Procedure Manual, to ensure compliance with legislation, regulations, Board policy, and procedures.
2. A regular review of all administrative procedures shall be conducted through the Office of the Superintendent, providing opportunities for input from inherent rights holders and [VSB stakeholder groups](#) as appropriate.

3. Reviews shall ensure that each administrative procedure meets the following criteria:
  - 3.1 The procedure is the responsibility of administration as delegated by the Board or as defined by legislation;
  - 3.2 The procedure is consistent with legislation, regulation, Board Policy (including [Policy 1 - District Foundational Statements](#)) and other Administrative Procedures; and
  - 3.3 The procedure ensures clear and consistent direction, supporting the work of the District.
4. Development or review of a specific administrative procedure may be initiated by the Superintendent or requested by inherent rights holders or VSB Stakeholders impacted by that procedure through a formal request to the Office of the Superintendent via [Administrative Procedure Development or Review Request](#).
  - 4.1 Requests made before the end of February may be considered for inclusion in the work plan for the upcoming year.
  - 4.2 Upon receiving a formal request, the Superintendent will determine the appropriate process for development or review of the administrative procedure.
5. The Administrative Procedure Manual is shared on the District website.
6. It is the responsibility of employees to familiarize themselves with and follow the administrative procedures applicable to their roles and responsibilities.
7. All newly developed administrative procedures and changes based on reviews of current administrative procedures shall be communicated expeditiously to affected parties as appropriate to the topic.

**Reference:** Sections 20, 22, 65, 85 School Act; School Regulation 265/89

**Effective:** September 24, 2018

**Revised:** May 27, 2025