
HORIZON SCHOOL DIVISION

Policy Code: BFD
Policy Title: School Administrative Procedures

POLICY HANDBOOK

Cross Reference: BF
Legal Reference: *Education Act* S. 197
Adoption Date: November 27, 1996
Amendment or Re-affirmation Date: October 24, 2001,
April 19, 2011

POLICY

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION DELEGATES RESPONSIBILITY TO SCHOOLS FOR THE DEVELOPMENT OF LOCAL ADMINISTRATIVE PROCEDURES. ADMINISTRATIVE PROCEDURES MUST BE IN HARMONY WITH CURRENT PROVINCIAL AND/OR DIVISION POLICIES, GUIDELINES, AND REGULATIONS.

REGULATIONS

1. School administrative procedures shall be developed for the purpose of providing guidance in the operation of the school.
2. Opportunity shall be provided for input from staff, students, parents and public.
3. The School Council shall serve in an advisory capacity in evaluating input and proposed administrative procedures development and/or revision.
4. All local school administrative procedures shall be available to the Superintendent's office and the Principal shall be prepared to provide the rationale for each administrative procedures.
5. Each school shall publish a school handbook in order that staff, students and parents are aware of school administrative procedures.