

The following procedure will be followed for the creation of Administrative Procedures (AP's), Forms and Handbooks for inclusion in the Administrative Procedures Manual, Forms Manual and Handbooks for Pembina Hills Public Schools.

All service areas are responsible for ensuring that AP's, Forms and Handbooks used in their areas of responsibility are included in the Administrative Procedures Manual, Forms Manuals and Handbooks for Pembina Hills Public Schools.

Regular review of AP's, with opportunities for input from stakeholders as appropriate, leads to effective operations of the Division. Development or review of a specific AP may be initiated by any stakeholder at any time. The request will be expected to detail the issues and concerns associated with the AP and if possible, offer suggestions for revision. Form 1-3-B may be used to facilitate this process.

Procedure:

1. Administrative Procedures, Forms, and Handbooks are to be developed, written and uniquely named by the service area of responsibility associated with the document.
2. AP's and Handbooks are emailed to the Assistant Coordinator of Business Services for review and formatting. Forms are emailed to the Administrative Assistant of Communication Services.
3. The document is returned to the service area to ensure the service area is in agreement with any resulting changes.
4. The Superintendent reviews AP's and Handbooks. Forms are not reviewed by the Superintendent except if requested by the service area or the Assistant Coordinator of Business Services. If there are further suggestions for change, the document will be returned to the service area.
5. Upon Superintendent approval, the document is then included on the next Board agenda as an Information item for the Board.
 - 5.1 All changes will be highlighted.
 - 5.2 Substantive changes requiring a re-write of an AP will be identified in the Header as 'Replacement'.
 - 5.3 New AP's will be identified in the Header as 'New'.
 - 5.4 Minor editing changes that do not change the intent of the AP are not required to be submitted as an Information Item to the Board.
6. Following the Board meeting, the document is added to the Administrative Procedures Manual or Forms Manual or Handbooks for Pembina Hills Public Schools.
7. All revisions/reviews of AP's and Forms follow the same process as for the creation of new documents.

8. New or revised AP's, Handbooks, and Forms will then be sent out as an information email to the service area responsible for the AP or Form. The new AP or Form will also be included in the Business Services HUFY Report to Administrators.
9. All service areas are required to review current Administrative Procedures.

Reference

[Form 1-3-B Review Form for Administrative Procedures](#)