



DISSEMINATION OF POLICY AND PROCEDURES

Background

The superintendent is responsible for implementing Board policy and Procedures, which includes maintaining the Board Policy Handbook and the Administrative Procedures Manual and disseminating them.

Procedures

1. The superintendent will ensure that the Board Policy Handbook and the Administrative Procedures Manual will be available on the Division website so that all trustees, staff members, students, parents/guardians and the general public have ready access to all Board Policies and Administrative Procedures.
2. It shall be the responsibility of the principal and Division Office supervisors to convey and interpret school division Policy and Administrative Procedures to their respective staffs.

Reference: Section 33, 51, 52, 53, 68, 197, 204, 222, 225 Education Act