

POLICY AND PROCEDURES DISSEMINATION

Background

The Superintendent has been given the responsibility for implementing policy and procedures, which includes maintaining the Board Policy Handbook and the Administrative Procedures Manual and their dissemination to the appropriate members of the Division.

Procedures

1. The Superintendent or Secretary-Treasurer 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, and the general public have ready access to all Board Policies and Administrative Procedures.
2. It shall be the responsibility of the Principals and Division Managers and Supervisors to convey to and interpret policy and administrative procedures to their respective staffs.
3. Annually, at the August organizational staff meeting, Principals will identify and review relevant procedures for their staff.

Adopted/Revised/Reviewed: JUN 2016/NOV 2019/JUL 2023/FEB 2026

Reference: *Education Act* s. 52, 53, 222
Board Policy 2 – Role of the Board
Board Policy 10 – Policy Making
Board Policy 11 – Board Delegation of Authority
Board Policy 12 – Role of the Superintendent
Administrative Procedure 121 - Development and Review of Administrative Procedures
Administrative Procedure 150 Division Communications
Administrative Procedure 185 Records Management
Administrative Procedure 430 Role of Principals