

Administrative Procedure 120

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 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 principals and central office supervisors to:
 - Convey to and interpret policy and administrative procedures to their respective staffs.
 - Orient new staff members with regard to policies and procedures of particular significance to the staff member.

Reference: Section 60, 61, 113 School Act

