

POLICY AND PROCEDURES DISSEMINATION

Background

The Director 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 Director will ensure that the Board Policy Handbook and the Administrative Procedures Manual will be available on the Division web page so that all Board members, staff members, students, parents, and the general public have ready access to all Board Policies and Administrative Procedures.
2. When updates to the Board Policy Handbook and the Administrative Procedures Manual are made, the Director or designate will ensure that Board members, superintendents, department managers and principals are advised in a timely manner. These individuals are responsible to advise the appropriate education stakeholders as required.
3. It shall be the responsibility of the Principal to convey policy and administrative procedures to the school staff.

Reference: Section 85, 109, 175 Education Act

Reviewed: August 2015