

Administrative Procedures Manual	Administrative Procedure 120
	Policy and Procedures Dissemination
	APPROVED: September 1, 2013
Page 1 of 1	AMENDED/REVIEWED: September 2019
LEGAL REFERENCE:	Section 52, 53, 68, 197, 204, 222, 225 Education Act

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 the Principal and Division supervisors to convey to and interpret policy and administrative procedures to their respective staffs.
3. Annually, at the August staff organizational meeting, principals will review the Table of Contents for the Administrative Procedures. At this meeting, the Principal will identify and highlight relevant procedures for their staff and introduce any amendments to the Administrative Procedures implemented during the previous year. For new staff who join the Division after the August staff meeting of each year, the Human Resources department will provide an orientation to the Administrative Procedures during their new staff orientation.