

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 the Principal and Division Office supervisors to convey to and interpret policy and administrative procedures to their respective staffs.

Reference: Relevant Legislation and Regulations