

POLICY AND PROCEDURES DISSEMINATION

Background:

The Superintendent has been given 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 shall ensure the [Board Policy Handbook](#) and the [Administrative Procedures Manual](#) will be available on the Division website so all trustees, staff members, students, parents/guardians and the general public have ready access to Board Policies and Administrative Procedures.
 - 1.1. All revisions to Board policies shall be communicated through the Division website.
 - 1.2. All new or significantly changed administrative procedures shall be communicated through the *Weekly Wrap-Up* and posted to the Division website.
2. It shall be the responsibility of the Principal and Division supervisors to convey and interpret policy and administrative procedures to their respective staffs, and to students, as appropriate.

Reference:

Section 52, 53, 68, 197, 204, 222, 225 *Education Act*