


Administrative Procedures 101
Policy and Procedures Dissemination

		Adopted: June 28, 2011 Amended: July 29, 2015
	External References: <ul style="list-style-type: none"> • Education Act: Sections 85, 109, 175 	Internal References:

Background

The Director has been given the responsibility for implementing Board policy and administrative procedures, which includes maintaining the Board policies and administrative procedures and their dissemination to the appropriate members of the Division.

Procedures

1. The Director will ensure that the Board policies and administrative procedures will be available on the Division website so that all trustees, employees, students, parents and the general public have ready access to all Board policies and administrative procedures.

2. When updates to the Board policies and administrative procedures are made, the Director or designate will ensure that superintendents, department supervisors 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 to and interpret policy and administrative procedures for the school staff.