



AP 120 – POLICY AND PROCEDURES DISSEMINATION

BACKGROUND

The Director has been given the responsibility for implementing policy and procedures, which includes maintaining the Board Policy Manual, the Administrative Procedures Manual, and their dissemination to the appropriate members of the Division and the public.

PROCEDURES

1. The Director will ensure that the Board Policy Manual and the Administrative Procedures Manual will be available on the school division web page so that all trustees, employees, students, parents, and the general public have access to all Board Policies and Administrative Procedures.
2. It shall be the responsibility of the Principal to convey and interpret policy and administrative procedures for the school staff.
3. When changes to administrative procedures are finalized, principals will be informed of such changes either by email or at an upcoming leadership meeting.

Reference: Section 85(c), Education Act
Policy 11.5 – Director/CEO Roles and Responsibilities
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