

POLICY AND PROCEDURES DISSEMINATION

Background

The Director has been given the responsibility for maintaining, implementing and disseminating the Board Policy Handbook and Administrative Procedures to the appropriate members of the Division.

Procedures

1. The Director will ensure that the Board Policy and the Administrative Procedures will be available on the Division web page 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 Policy and the Administrative Procedures are made, the Director or designate will ensure that deputy director, 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.

References: Sections 85,175 Education Act
The School Division Administration Regulations 45, 49

Approved: January 2, 2025