

# POLICY AND PROCEDURES DISSEMINATION

## Background

The Superintendent and the Secretary Treasurer have 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 District.

## Procedures

1. The Executive Assistant to the Board will ensure changes to the Board Policy Handbook are posted on the District website so that all trustees, staff members, students, parents and the general public have ready access to the Board Policies.
2. The Executive Assistant to the Superintendent or Secretary Treasurer will ensure that changes to the Administrative Procedures Manual will be promptly posted on the District website so that all trustees, staff members, students, parents and the general public have ready access to the Administrative Procedures.
3. When updates to the Board Policy Handbook and the Administrative Procedures Manual are made, the Superintendent and the Secretary Treasurer will ensure that department supervisors, principals and partner groups are advised in a timely manner. These individuals are responsible to advise the appropriate education stakeholders as required.
4. It shall be the responsibility of the Principal, and District Office supervisors to convey to and interpret policy and administrative procedures to their respective staffs.

Reference: Sections 20, 22, 65, 85 School Act  
School Regulation 265/89

Approved: August 15, 2021  
Revised: