

## Administrative Procedure 120

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### POLICY AND PROCEDURES DISSEMINATION

#### Background

The Director has been given the responsibility for implementing policy and administrative procedures, which includes maintaining the Board Policy Handbook and the Administrative Procedures Manual.

#### Procedures

1. The Administrative Services Officer will ensure that up to date versions of the Board Policy Handbook and the Administrative Procedures Manual are available on the Division web site.
2. When updates to the Board Policy Handbook and Administrative Procedures Manual are made, the Administrative Services Officer will ensure that superintendents and principals are advised in a timely manner. These individuals are responsible to advise the appropriate education stakeholders as required.
3. Principals shall convey to school staff Board Policy and Administrative Procedures.
4. Any changes made to the Administrative Procedure Manual will be included in the staff meeting agenda by the principal.

Reference: Sections 85, 108, 109, 175, *The Education Act, 1995*

*Approved: May 12, 2014*