

## **120 POLICY DISSEMINATION**

### **Background**

The Superintendent has been given the responsibility for policy implementation, which includes maintenance of the currency of the Board Policy Handbook and the Administrative Procedures Manual and their dissemination to the appropriate members of the Division.

### **Procedures**

1. The superintendent will ensure that the Board Policy Handbook and the Administrative Procedures Manual will be available on the Division website so that all trustees, staff, students, parents/legal guardians and the general public have ready access to all Board Policies and Administrative Procedures.
2. It shall be the responsibility of the Principal, Department Managers/Supervisors, and Senior Administration to convey to and interpret policy and administrative procedures to their respective staffs.

### **References**

Section 33, 52, 53, 197,222, 225 Education Act

### **History**

Developed: August 2003  
Amended: January 2020