

## Administrative Procedure 120

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### POLICY AND PROCEDURES DISSEMINATION

#### Background

The Director of Education 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 Director of Education 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 Director of Education will ensure that Superintendents, department supervisors 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 policy and administrative procedures updates.

Reference: Sections 85, 175, Education Act

August 26, 2019