

## **AP 120 – Policy and Procedures Dissemination**

### **Background**

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

### **Procedures**

1. The Superintendent will ensure that the Board Policy Handbook and the Administrative Procedures Manual will be available on the District website 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 Handbook and the Administrative Procedures Manual are made, the Superintendent or designate will ensure that department supervisors and principals are advised in a timely manner. These individuals are responsible to advise the appropriate education stakeholders as required. All updates will be posted to the district website.
3. All updates to Board Policy and Administrative Procedures will be posted on the public agenda of the Board of Education's regular meeting for information, at the meeting following the policies and / or procedures being updated.
4. It shall be the responsibility of the Principal to convey to and interpret policy and administrative procedures for the school staff.