

POLICY AND PROCEDURES DISSEMINATION

Background

The superintendent of schools has been given the responsibility for establishing operational procedures, which includes maintaining the Board Governance Policy and Procedures Handbook and the Operational Procedures Manual and their dissemination.

Procedure

1. The superintendent of schools will ensure that the Board Governance Policy and Procedures Handbook and the Operational 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 operational procedures.
2. When updates to the Board Governance Policy and Procedures Handbook and the Operational Procedures Manual are made, the superintendent of schools 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.
3. It shall be the responsibility of the principal to convey policy and operational procedures for the school staff.

Reference: Sections 20, 22, 65, 85 School Act