

Background


The Superintendent has been given the responsibility for implementing policy and procedures, which includes maintaining 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 members, students, parents, and the public have ready access to all Board Policies and Administrative Procedures.

2. It shall be the responsibility of principals and central office supervisors to:
 - 2.1 Convey to and interpret policy and administrative procedures to their respective staff.

 - 2.2 Orient new staff members about policies and procedures of particular significance to the staff member.

Reference: Section 51, 52, 222 Education Act	Approved: 
	Date Approved: August 2006
	Reviewed or Revised: June 2026

Note: References shall be updated as required and do not require additional approval