

## Administrative Procedure 102

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### POLICY AND PROCEDURE DISSEMINATION

#### Background

The Superintendent shall be responsible for the effective implementation of Board policy and administrative procedures.

An effective process for disseminating policies and procedures ensures that staff are knowledgeable with respect to the Division’s operational practices and legislation.

#### 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 general public have ready access to all Board Policies and Administrative Procedures.
2. Administration shall ensure their respective staffs’ understanding of policy and administrative procedures.

Reference: Education Act 68, 197, 222, 225	
	Date Approved: April, 2021
	Reviewed or Revised: September, 2023

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