

	Administrative Procedure	
	Subject	Administrative Procedures Dissemination
	AP Code	120

Background

The director of the school has 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 the school will ensure that up-to-date versions of the Board Policy Handbook and the Administrative Procedures Manual are available to the Ministry of Education parents and guardians of students.
2. When updates to the Board Policy Handbook and Administrative Procedures Manual are made, the director of the school will ensure the principal and staff are advised in a timely manner. The principal is responsible for advising the appropriate education stakeholders as required.
3. Principals shall convey to school staff policy and administrative procedures updates.

Legal References

The Education Act (1995) – Section(s) 85, 175

Date Adopted

October 31, 2023

Revised
