

POLICY DISSEMINATION

Background

The Superintendent has been given the responsibility for policy implementation, which includes maintenance of the currency of the Policy manual and the Administrative Procedures manual and their dissemination to the appropriate members of the High Prairie School Division (HPSD).

Procedures

1. The Superintendent will ensure that the Policy and the Administrative Procedures manuals are available on the HPSD web page so that all employees, trustees, students, parents, and the general public have ready access to all HPSD policies and administrative procedures.
2. The Superintendent will notify Trustees, Executive Council, Directors and Principals of substantive changes to policies and administrative procedures.
3. It shall be the responsibility of Executive Council, the Principal or Directors to convey policy and administrative procedures to his/her staff.

References

Section 53, Education Act

Cross References

Policy 9 – Policy Making

Policy 10 – Board Delegation of Authority