

**Administrative Procedure 120**

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**POLICY AND PROCEDURES DISSEMINATION****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 general public have ready access to all Board Policies and Administrative Procedures.
2. It shall be the responsibility of the principal and central office supervisors to convey to and interpret policy and administrative procedures to their respective staffs.

Reference: Section 60, 61, 113 School Act