



Administrative Procedure 111

POLICY AND PROCEDURES DISSEMINATION

BACKGROUND

The Superintendent is responsible 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 School District.

PROCEDURES

1. The Superintendent will ensure that the Board Policy Handbook and the Administrative Procedures Manual are accessible on the District website.
 - 1.1. The original Word version of the administrative procedure will be provided for the requested change(s) to be made and returned to the District Education Support Centre.
2. When updates to the Board Policy Handbook and the Administrative Procedures Manual are made, the Superintendent, or designate, will ensure that Board members, Managers, Directors, District Principals, Principals, and Vice-Principals are advised in a timely manner. These individuals are responsible to advise the appropriate education stakeholders such as the District Parent Advisory Council (DPAC), Quelmúcw Education Council, District Canadian Union of Public Employees (CUPE) unit chair, North Okanagan Teachers Association (NOSTA) executive, and the local North Okanagan Shuswap Principal Vice-Principal Association (NOSPVPA), as required.
3. It shall be the responsibility of the Principals, Managers, and Directors to convey policy and administrative procedures and any potential changes to the respective staffs.
4. The Manager of Executive Services will ensure that new administrative procedures are highlighted on the District website for the awareness of all stakeholders.

Date Approved: December 2022

Date Amended: