

ADMINISTRATIVE PROCEDURE 120	
SECTION: GENERAL ADMINISTRATION	
Adopted/Original Date of Issue	2004
<input checked="" type="checkbox"/> Last Reviewed <input checked="" type="checkbox"/> Revised	2024
Next Review Date	2029
Contact	Director's Office

POLICY AND PROCEDURES DISSEMINATION

BACKGROUND

The Director of Education is responsible for the dissemination and guiding the implementation of policies and procedures.

PROCEDURE

1. The Director's office will ensure that policies and administrative procedures are available on the District website so that all trustees, employees, students, families, community partners and the public have access.
2. The Director's office will communicate and distribute reviewed, revised or new administrative procedures to all staff.
3. It shall be the responsibility of the Director, Superintendents, Principals, and Managers to:
 - 3.1. To ensure that staff in their department know and adhere to administrative procedures
4. The Director's office will communicate and distribute reviewed, revised, or new Board policies to the Board of Trustees.

Legal References

Procedure History

Approved:	2004; Feb 2015
Reviewed:	2004; Feb 2015
Revised:	Feb 2015; Apr 2024