

Christ the Teacher Catholic Schools

ADMINISTRATIVE PROCEDURES

SECTION:	100 – GENERAL ADMINISTRATION	CODE:	AP 120
PROCEDURE:	ADMINISTRATIVE PROCEDURES DEVELOPMENT AND DISTRIBUTION		

BACKGROUND

The Director has been given the responsibility for implementing policies and procedures, which includes maintaining the Board Policy Handbook and the Administrative Procedures Manual and their dissemination to the appropriate members of the Division.

All administrative procedures shall be consistent with the teachings of the Catholic Church, Board policy, the Education Act, Ministry of Education policies and guidelines, and the collective agreements of the Division.

PROCEDURES

1. The Director will ensure that the Board Policy Handbook and the Administrative Procedures Manual will be available on the Division web page so that all Board members, employees, students, parents, and the general public have ready access to all Board Policies and Administrative Procedures.
2. When updates to the Board Policy Handbook and the Administrative Procedures Manual are made, the Director or designate will ensure that Board members, central office administration and principals are advised in a timely manner. These individuals are responsible to advise the appropriate education stakeholders as required.
3. It is the responsibility of the Principal to convey policy and administrative procedures to the school staff.

Reference: Sections 85, 109, 175 Education Act

Date Issued: November 21, 2007

Revised: September 2, 2016