

**ADMINISTRATIVE PROCEDURE NO. 120****POLICY DISSEMINATION****Background**

The Superintendent has been given the responsibility for the currency of the policy manual and the administrative procedures manual and their dissemination to the appropriate members of the Division.

**Procedure**

The policy and the administrative procedures manuals will be available on the Division web page so that all employees, trustees, students, parents, and the general public have ready access to all Divisional policies and administrative procedures.