

<b>School Administration</b>
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<b>Administrative Procedure:</b> Policy and Procedure Development Sharing			
<b>EFFECTIVE DATE:</b> June 19, 2013	<b>R E F E R E N C E S</b>	<b>ADMINISTRATIVE PROCEDURE CODE:</b> 1.A.250	
<b>AMENDED DATE:</b>		Policy Reference	
		Legal Reference	

Border Land School Division Board Policy and Administrative Procedures guide the practice and operations of the School Board and School Division. When Board Policies or Administrative Procedures are developed or amended, it is critical that this information be shared with the staff of the school division. The following indicates the procedure to be used when these situations arise.

When a policy or procedure is developed or amended, it will be shared with school based administration and divisional coordinators. This may occur at an official meeting or via email. When BLSD administrators or coordinators receive this information, they must inform and share the information with the staff they supervise.

The intent of this sharing is to ensure that employees understand the content of the policy and/or procedure and how it directly impacts them as an employee. The process for this sharing will be determined in each building and this process will be communicated to the Superintendent of Schools.

Once the policy/procedure has been communicated, the school based copy of the Administrative Procedures Handbook must be updated with the new document.