

Procedures 2.18

Category: *Charter Board Governance and Operations*

Policy and Procedures Dissemination

BACKGROUND & RATIONALE

The CAPE Charter Board believes in a system that is transparent, accountable, responsive, accessible, and collaborative. The CAPE Charter Board supports initiatives that reflect and enhance these beliefs.

Definition

1. Stakeholder is defined as a staff member, Board member, parent, community member, consultant, and student.

PROCEDURE

2. The Superintendent will ensure that structures are in place to facilitate the dissemination of policies and procedures as well as reports, plans, general information, celebrations, and more to all stakeholders.
3. Structures that are absolutely required are:
 - website
4. Documents that must be posted are:
 - Policy Manual
 - Procedures Manual
 - Forms Manual
5. Documents may also be disseminated via other means such as Google Docs, e-mails, and hard copies.
6. The principal or designate will maintain a current website and ensure that all relevant policy and procedures information is available to all stakeholders in a timely manner.
7. It is the responsibility of principal to convey to and interpret policy and administrative procedures to the staff.
8. It is the responsibility of the principal to orient new staff members with regard to policies and procedures of particular significance to the staff member.

**CAPE-Centre for Academic and Personal Excellence
Administrative Manual**

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References:

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