



BOARD ADMINISTRATIVE PROCEDURE	
Administrative Procedure [Title]	Administrative Procedure Number [Number]
Directional Policy [the Directional Policy that this AP falls under]	

Title of Administrative Procedure:

[Title]

Date Approved:

[Date]

Projected Review Date:

[Date]

Directional Policy Alignment:

[include a statement describing how this procedure aligns with the directional policy under which it is governed]

Alignment with Multi-Year Strategic Plan:

[include a statement describing how this procedure aligns with the current multi-year strategic plan - may include references to strategic priorities and/or goals]

[PVNCCDSB Board Vision, Mission and Strategic Priorities](#)

Action Required:

[may include other subheadings (e.g. background, purpose, etc.) that are deemed helpful to outline a full understanding of the context and importance of the action required]

Responsibilities:

The Board of Trustees is responsible for:

- X

The Director of Education is responsible for:

- X

Superintendents of Schools and System Portfolios are responsible for:

- X

Principals and Vice-Principals are responsible for:

- X

Staff are responsible for:

- X

Students are responsible for:

- X

Parents are responsible for:

- X

Progress Indicators:

- X

Definitions:

- X

References:

- X