



File BEB

POLICY DISEMMINATION

The Board deems it advisable that an up-to-date Policy Manual (hard copy or electronic version) be kept and made easily accessible to the following persons or institutions:

- a) Trustees;
- b) Senior Administrators;
- c) Student Services Department;
- d) Strategic Initiatives Learning Coordinator;
- e) Schools;
- f) Division Office;
- g) Portage la Prairie Teachers' Association;
- h) Operations Department;
- i) Hutterian Supervisor.

The **Policy Manual** is open to citizens of the Portage la Prairie School Division. A copy of the manual will be available for this purpose at the Division Office. The **Policy Manual** may be borrowed for a mutually agreed period of time, upon the provision of a \$100 security deposit. Copies of specific policies are available at the Division Office for a nominal fee.