

**Policy Dissemination/Implementation**

The superintendent has the responsibility for carrying out through administrative regulations, the policies established by the board.

There are many activities that are common to all departments and school levels, but procedures for conducting them may vary from unit to unit. Principals and department heads will establish procedures for conducting activities within their individual units, within the larger framework of administrative regulations and board policies.

Employees in super ordinate positions are responsible for informing subordinates of existing policies and regulations, and for seeing that they are implemented in the spirit intended. Willful disregard for board policy and administrative regulations may be interpreted as insubordination.

Approved: November 20, 2014