

POLICY BOOK/POLICY DISSEMINATION

The Superintendent (or his/her designee) is directed to establish and maintain an orderly plan for preserving and making accessible the policies adopted by the Board and the rules, regulations, and procedures needed to put them into effect.

Accessibility is to extend to all employees of the School District, to members of the Board of Education, and, insofar as conveniently possible, to all persons in the district.

1. Policy manuals shall remain the property of the Board of Education and shall be considered as “on loan” to anyone, or any organization, in whose possession they might be at any time. They are subject to recall at any time for updating.
2. The board’s policy manual shall be considered a public record and shall be open for inspection at the district office.
3. Copies of approved policies shall be distributed to:
 - a. Each building principal.
 - b. Each Board member
 - c. Each District Office Administrator.
 - d. The school attorney.
 - e. Each school building for staff access.
4. Changes in Board policies should be communicated to the staff.

ADOPTED: 3/82

REVISED: 12/96