

POLICY DISSEMINATION

Changes in board policy shall be disseminated in the manner provided by the rules and regulations of the board.

The superintendent shall be responsible for devising a procedure to insure that those persons having copies of the board handbook receive changes in board policy and that policies which have been amended or deleted are removed from such policy handbooks. Every attendance center shall have a current copy of the policy handbook which shall be kept in the office of the principal or the chief administrator of said attendance center. Students, faculty, and school district employees shall have free access to said policy handbook, but said handbook may not be removed from the office of the principal or chief administrator. A copy of the board policy handbook shall also be kept in the central administrative office and made available to the public during normal business hours. Said copy shall not be removed from the central business office. Each board member shall be furnished a copy of said policy handbook and the superintendent may also designate which administrators shall be furnished personal copies of said policy handbook.

Other copies of the policy handbook may be given to other interested parties in the district at the discretion of the superintendent.

The clerk will keep a running historical set of board policies which will reflect all revisions, amendments or other actions pertaining to every policy and rule.