

POLICY DISSEMINATION

The Board of Education recognizes the need for widespread familiarity with District policies and regulations, and therefore directs the Superintendent of Schools to implement the following:

1. maintain an updated policy manual that includes appropriate administrative regulations and takes precedence over all previous manuals, and be responsible for its presence at all Board of Education meetings;
2. all current Board of Education policies will be posted on the District website for access by all Board of Education members, District staff and the community;
3. issue to each Board of Education member who does not have Internet access, for the duration of his/her term, a complete and updated policy manual in an appropriate binder;
4. ensure that personnel are familiar with Board of Education policies and administrative regulations which affect them, directly or indirectly. The Board of Education requires that all employees read and understand the policy manual pertinent to their roles and responsibilities. Questions regarding Board of Education policy should be asked of their immediate Supervisor;
5. disseminate Board of Education policies to all concerned, as he/she deems appropriate and/or necessary;
6. to periodically notify all District staff of new Board of Education policies and revisions to current policies.

Rewritten: March 22, 2016

Approved: May 24, 2016