

**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;
2. issue to each Board member, for the duration of his/her term, a complete and updated policy manual in an appropriate binder;
3. ensure that personnel are familiar with Board policies and administrative regulations which affect them, directly or indirectly;
4. disseminate Board policies and manuals to all concerned, as he/she deems appropriate and/or necessary; and
5. place a copy of the Board policy manual in the main office as well as post on the school web page to ensure that district policies are available to the public.

All policy manuals shall remain the property of the district and shall be considered as on loan to anyone in whose possession they might be at any time. They are subject to recall at any time by the Superintendent for purposes of updating.