

**POLICY DISSEMINATION**

The policy manual/CD is a public document. The Superintendent is directed to establish and maintain an orderly plan for preserving and making accessible the policies adopted by the Board and the administrative rules and regulations needed to put them into effect.

Accessibility is to extend at least to all employees of the school system, to members of the Board, and to persons in the community insofar as conveniently possible. Manuals/CDs will be available for inspection at the Superintendent's office, and each Principal's office.

All policy manuals/CDs shall remain the property of the School Board 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 deemed necessary by the administrative head of the School District.

The Superintendent is responsible for ensuring an annual update of all manuals/CDs.

**DATE:**

**Adopted:**

**Reviewed:**

**Revised:** November 13, 2003

**Cancellation:**