

SOUTHEASTERN GREENE SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: DISTRIBUTION

ADOPTED: November 15, 2011

REVISED:

007. DISTRIBUTION

The Board desires to make this Policy Manual a useful guide for all **Board members, district administrators**, personnel employed by the Board, district students, **parents/guardians** and members of the community.

Therefore, copies of this manual shall be given to the following:

- a. All **Board** members.
- b. Superintendent.
- c. **Assistant Superintendent.**
- d. Board Secretary.
- e. Business Manager.
- f. Building principals **and assistant principals.**
- g. **Appropriate administrators.**
- h. Board solicitor.
- i. Each school library.

Copies of this manual shall be numbered, and a record maintained by the Superintendent or designee as to the placement of each copy. Copies of revised pages **shall be provided** to the holders of manuals as changes are made.

**65 P.S. 701 et seq
Pol. 801**

The **Board Policy** Manual shall be considered a public record and shall be **available** for inspection in the Board offices and in each school building during regular office hours.

The Superintendent **or designee** shall maintain an orderly plan for the promulgation of policies to **students, parents/guardians and** staff members who are affected by them and shall provide easy accessibility to an up-to-date **manual** of policies.

The Superintendent **or designee shall be responsible** to review existing policy monthly in light of Board **actions and revisions to state and federal statutes and regulations**, and to recommend to the Board **the** changes **necessary** to maintain the Board Policy Manual in a current status.

The Board Policy Manual is the property of the school district; therefore, all manuals shall be returned to the Board Secretary upon termination of employment or term of office.