

### **POLICY MANUAL MAINTENANCE**

The Board of Directors directs the Superintendent to maintain a “master” policy manual containing all current policies of the Board. Each policy manual holder is expected to keep his/her manual current based on revisions issued by the Superintendent as a result of board policy votes. The Superintendent will recall all policy manuals each summer in order to bring each manual into compliance with the “master” manual. Similarly, upon the end of service of any policy manual holder, his/her manual will be recalled and updated before its distribution to the new holder.

Adopted: July 11, 2017