

POLICY DISSEMINATION

Approved policies shall be in writing and coded according to the policy codification system approved by the Board, and made part of the official policy manual maintained by the Superintendent. The Superintendent is directed to establish and maintain an orderly plan for preserving and making accessible the policies adopted by the Board.

Policy manuals and copies of new and changed policies shall be distributed to all members of the Board of Education and school administrators, and shall be made available to the staff, students, and general public. A policy concerning a particular group or groups in the schools will be distributed to those groups prior to the policy's effective date.

All policy manuals distributed to anyone will remain the property of the Board and will be considered as "on loan" to anyone or any organization in whose possession they might be at any time.

The Board's policy manual will be considered a public record and will be open for inspection at the Board offices, at the administrative offices of its schools, and at the office of the Town Clerk.

Revised: 3/12/08

Revised: 5/8/13