

A board policy manual will be located in each school attendance center and in the central administration office and may be available on the district's website. Each board member will have a personal electronic and/or hard copy of the board policy manual.

Persons wishing to review the board policy manual will contact the board secretary, who will have a board policy manual available for public inspection or will direct the person to the location where the board policy manual is located.

It is the responsibility of the board secretary to ensure copies of new and revised policy statements are distributed to the custodians of board policy manuals no later than the first regular board meeting following the policy's adoption. Copies of changes in board policy will also be included in, attached to or the location of said changes specifically referenced in the minutes of the meetings in which the final action was taken to adopt the new or changed policy.

It is the responsibility of each board member, during the board member's term of office, to keep the manual current and up-to-date and to surrender the manual to the board secretary at the conclusion of the board member's term of office.

Approved: 09/26/05

Reviewed: 12/22/08; 2/23/15

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