

Policy Title: **Dissemination of Policy**

Policy #208.3

A board policy manual will be located in the central administration office and will be available on the district's website. Each board member will have electronic access to 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 area of the website 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 updated on the website and in the policy manual no later than the first regular board meeting following the policy's adoption. Copies of the board action for new and revised policy statements are also available on the district website.

Approved: 09/26/05

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

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