

POLICY DISSEMINATION

All current policies of the Board of Education shall be printed in the policy manual. A copy of the policy manual shall be made available for access by the public and procedures shall be established for the dissemination of policies. Adoption date by the Board as well as the rules and regulations needed to put them into effect.

Specifically, the Board directs the Superintendent of Schools to implement the following:

1. maintain an updated policy manual that includes appropriate administrative regulations and takes precedence over all previous manuals, and be responsible for its presence at all Board meetings;
2. issue to each Board member, for the duration of his/her term, a complete and updated policy manual in an appropriate binder;
3. ensure that personnel are familiar with Board policies and administrative regulations which affect them, directly or indirectly. The Board requires that all employees sign a statement that they have read and understood the policy manual, or appropriate sections thereof;
4. disseminate Board policies and manuals to all concerned, as he/she deems appropriate and/or necessary; and
5. place a copy of the Board policy manual in the high school library, district offices, the public library and other central locations to ensure that district policies are available to the public.

Ref: Freedom of Information Law, Public Officers Law §§87 et seq.

Adoption date: