

# Policy Guide



Policy No. 007  
 Section LOCAL BOARD PROCEDURES  
 Title DISTRIBUTION  
 Adopted AUGUST 21, 1989  
 Revised APRIL 19, 1995  
APRIL 24, 2014

<b>POLICY NO. 007 – DISTRIBUTION</b>		
<b>Section 1</b>	<p><b><u>Authority</u></b></p> <p>The Board adopts the procedures and policies contained in the Policy Manual as a governance tool for the Board and as a resource for district administrators and employees, students, parents/guardians, residents and community members.</p>	<p>SC 407, 510 Pol. 003</p>
<b>Section 2</b>	<p><b><u>Guidelines</u></b></p> <p>The Board Policy Manual shall be published and maintained on the district’s website.</p> <p>The Board Policy Manual shall be considered a public record and shall be available for inspection in the District Business Office during regular office hours.</p> <p>The Superintendent or designee shall assure that policies are provided to students, parents/guardians and staff as required by law and Board Policies. This will be accomplished through the reference of policies in student handbooks, student/parent handbooks, and staff handbook/publications. It will be the responsibility of the Superintendent or designee to assure that all policies are posted on the District website.</p> <p>The Superintendent or designee as well as the Policy and Planning Committee shall be responsible to review existing policy in light of Board actions and revisions to state and federal statutes and regulations, and to recommend to the</p>	<p>65 P.S. Sec. 67.701</p> <p>Pol. 003</p>

**POLICY NO. 007 – DISTRIBUTION**

Board changes necessary to maintain the Board Policy Manual in a current status.

The Board Policy Manual is the property of the school district; therefore, any hard copy manuals provided to district employees shall be returned to the Board Secretary upon termination of employment or term of office.

References:

School Code – 24 P.S. Sect 407, 510

Right-to-Know Law – 65 P.S. Sec. 67.701

Board Policy - 003