

MIDDLETOWN AREA SCHOOL DISTRICT

SECTION: LOCAL BOARD
PROCEDURES

TITLE: DISTRIBUTION

ADOPTED: October 14, 1991

REVISED:

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| <p>SC 3601</p> | <p style="text-align: center;">007. DISTRIBUTION</p> <p>The Board desires to make this manual of policies and procedures a useful guide for all directors of the Board, the administration of this district, all personnel employed by the Board, the students of the district, and all members of the community.</p> <p>Therefore, copies of this manual shall be given to the following:</p> <ul style="list-style-type: none">a. All directors of the Board.b. Superintendent.c. Secretary to the Board.d. Building Manager.e. Each building principal.f. Board Solicitor.g. District Auditor.h. Each recognized bargaining agent of a certified bargaining unit. <p>Copies of this manual shall be numbered, and a record maintained by the Superintendent as to the placement of each copy. Copies of revised pages will be furnished to the holders of copies as changes are made.</p> <p>The Policy Manual shall be considered a public record and shall be open for inspection in the Board offices, and in each school building during regular office hours.</p> <p>The Superintendent shall maintain an orderly plan for the promulgation of policies to staff members who are affected by them and shall provide easy accessibility to an up-to-date collection of policies for all employees of the school system</p> |
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| <p>School Code 3601</p> | <p>The Superintendent is designated to review existing policy monthly in light of Board actions and in light of revisions to state statutes and procedures, and to recommend to the Board such changes as may be desired to maintain the Board Manual of Policies in a current status.</p> |
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