

WALLINGFORD- SWARTHMORE SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: DISTRIBUTION

ADOPTED: January 22, 2001

REVISED: October 27, 2014

007. DISTRIBUTION

The Board desires to make this Policy Manual 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.

Therefore, copies of this manual shall be given in either paper or electronic form to the following:

- a. All directors of the Board.
- b. Superintendent.
- c. Board Secretary.
- d. Business Administrator.
- e. Each building principal.
- f. Appropriate administrators.
- g. Board solicitor.
- h. Each recognized bargaining agent of a certified bargaining unit.
- i. Each school library.
- j. Each community library.

Copies of this manual shall be numbered, and a record maintained by the Superintendent or designee as to the placement of each copy. Copies of revised pages shall be provided to the holders of manuals as changes are made.

<p>65 P.S. Sec. 67.701 Pol. 801</p> <p>Pol. 003</p>	<p>The Board Policy Manual shall be considered a public record and shall be available for inspection in the Board offices and in each school building during regular office hours.</p> <p>The Superintendent or designee 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 manual of policies for all employees of the school system.</p> <p>The Superintendent is designated to review existing policy in light of Board actions and revisions to state statutes and regulations, and to recommend to the Board such changes as may be necessary to maintain the Board Policy Manual in a current status.</p> <p>The Board Policy Manual is the property of the school district; therefore, all manuals shall be returned to the Board Secretary upon termination of employment or term of office.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 407, 510</p> <p>Right-to-Know Law – 65 P.S. Sec. 67.101 et seq.</p> <p>Board Policy – 003, 801</p>
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