

# **DELANCO TOWNSHIP BOARD OF EDUCATION**

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## **DISTRIBUTION OF BOARD POLICIES**

The Board of Education intends that the manual of duly adopted bylaws and policies be a useful guide to Board members, administrators, district personnel, and members of the community. Accordingly, a copy of the manual shall be given to each Board member, the Superintendent of Schools, the Board Secretary, the Board Attorney, each building principal, and the recognized majority representative. The holder of a policy manual shall return the manual to the Board Secretary upon the termination of his or her service to the district.

Each copy of the manual shall be numbered; a record of the placement of each manual shall be maintained by the Superintendent. Copies of revised pages will be furnished to the holders of manuals as changes are made to bylaws and policies. The manual of bylaws and policies shall be considered a public record open to inspection in the office of the Superintendent.

The manual retained by the Board Secretary shall be considered the master copy of the policy manual and may not be used by any person other than the Board Secretary or his or her designee.

The Superintendent shall institute a plan for the orderly promulgation of policies to staff members who are affected by them and shall provide staff members with accessibility to an up-to-date manual of Board bylaws and policies.

Adopted: September 10, 1986