

POLICY MANUAL

Distribution

Distribution will be according to the Policy Manual Assignment Sheet. Additions to this list will be made by the Superintendent.

Orientation of Staff

Principals shall advise staff at the beginning of each school year as to the contents of the policy manual and its availability at the school. Staff should be made aware of new and/or revised policies that affect the staff as they are adopted during the remainder of the school year.

Updating

When a new policy is adopted by the Board of Education, the Superintendent is responsible for assigning to that policy the appropriate classification data. The Superintendent's office will then be responsible for forwarding the new policy to those on the Policy Manual Assignment List with instructions relative to the placement of the policy in the manual.

It is the responsibility of those to whom the manuals have been assigned to keep the manual current as new policies and regulations are received. The Superintendent's office is responsible for updating those manuals that have not been distributed.

Collection of Manuals

It is the responsibility of those to whom the policy manuals has been assigned to maintain the manuals. The manuals will be collected bi-annually in even numbered years at the end of June to determine if they are current and updated. Manuals will be returned to the appropriate department by August 25.

Annual List of New Policies

It is the responsibility of the Superintendent's office to keep an annual list of all new or revised policies adopted for a particular calendar year. The format of the list will include title, date, classification number of the policies and an indication of whether the policy is new or revised.

Introduction of New Policies

Any proposed new or revised policy will be forwarded to the Superintendent. Upon determining that the policy is not one already in existence, the Superintendent will present the policy to the Superintendent's cabinet for its consideration and approval.

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The Superintendent will then forward the policy to the appropriate group, department or committee for review. After review, the policy will be returned to the Superintendent, with suggested changes, revisions or comments. After cabinet review, the Superintendent will make the final decision as to the date of presentation to the Board.