

SECTION: LOCAL BOARD PROCEDURES

TITLE: DISTRIBUTION

ADOPTED: August 20, 1998

REVISED: January 21, 2010

# PINE GROVE AREA SCHOOL DISTRICT

## 007. DISTRIBUTION

The Board desires to make this Policy Manual a useful guide for all directors of the Board, the administration, personnel, students and all members of the community.

Therefore, copies of this manual shall be given to the following:

- a. All directors of the Board.
- b. Superintendent.
- c. Business Manager.
- d. Appropriate district administrators.
- e. Board solicitor.
- f. Each school library.
- g. In lieu of the above distribution of a hard copy, the Policy Manual will be made available electronically.

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.

The Policy Manual shall be considered a public record and shall be open for inspection in the Board offices.

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 collection of policies for all employees of the school system and is designated to review existing policy monthly in light of Board actions

65 P.S.  
Sec. 67.701  
Pol. 801

Pol. 003

and in light of revisions to state and federal statutes and regulations and procedures, and to recommend to the Board such changes as may be desired to maintain the Board Policy Manual in a current status.

The Board Policy Manual is the property of the school district; therefore, all manuals will be returned to the Board Secretary upon termination of employment or term of office.

References:

School Code – 24 P.S. Sec. 407, 510

Right-to-Know Law 65 P.S. Sec. 67.101 et seq.

Board Policy – 003, 801