

#9650**Policy Communication / Dissemination**

The Superintendent will establish and maintain an orderly plan for preserving and making accessible the policies and regulations of the public schools. Accessibility will extend to students, to all employees of the school division, to members of the Board, and to persons in the community.

All employees are expected to know and observe the school policies and regulations contained in this manual. Each school will be furnished a copy of the Board of Education's policy manual. The Superintendent will arrange for school employees to be informed of new policies and revision of existing policies.

Dissemination of Policy Manuals

- Policy manuals will remain the property of the Board of Education and will be considered as "on loan" to anyone, or any organization, in whose possession they might be at any time. They are subject to recall at any time for updating.
- The Board's policy manual will be considered a public record and will be open for inspection at the Central Office.
- Copies of approved policies will be distributed to the following:
 - each building principal / assistant principal;
 - each Board member;
 - each Central Office administrator;
 - the president of the organization selected to represent teachers; cafeteria workers, custodians, and clerical staff
 - the school attorney; and district media / press (upon request).

Personnel policies will be published annually in policy booklets for certified and classified employees.

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Regulations Based on Policy Statements

Additionally, it will be the responsibility of the Superintendent to see that the regulations developed to implement committee policies and administer the school system are appropriately coded and included as regulations in the Board of Education's policy manual.

A regulation concerning a particular group or groups in the schools will be distributed to the group(s) prior to the effective date of the regulation.

Members of the Board of Education will also receive copies of all new or revised regulations that are issued for insertion in the manual.

Date of Adoption: 3/7/95

#9700**School Board Communications**

It is the belief of the Board that keeping open communication with the public is critical to its proper functioning.

The Chairperson or appropriate administrative officer of the Board will acknowledge expeditiously any letter, if appropriate, other than letters of acknowledgment, circular letters, or letters terminating a correspondence.

In general, letters directed to the school district, and addressed to the Chairperson of the Board, or to the School Board, or to officials of the Board, will be acknowledged within ten days following receipt of such letters, if appropriate.

Through the procedures below, the Board will ensure that its members have knowledge of the communications directed to it from the public, and the public will know that Board members have received the communication.

All communications received by the district which are addressed to the Board will be copied and distributed to all Board members, either in the agenda materials for the next meeting or at the beginning of the meeting.

Significant complaints or communications from teachers, parents, or patrons to individual Board members or to the Board as a whole, will be conveyed to the office of the Superintendent.

Communications to individual Board members requesting action or a statement of view may be acknowledged. It is recommended that an answer which commits the Board member should be avoided until the full Board has reviewed the issue.

Statements of a Board member's opinion to any citizen will be clearly identified as an individual opinion which does not necessarily reflect the thinking of the entire Board.

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The Secretary will be informed of all invitations to speak or represent the Board received by Board members.

Date of Adoption: 4/4/95