

Book	Policy Manual
Section	000 Local Board Procedures
Title	Copy of Policy Manual Access
Number	007
Status	First Reading
Adopted	August 21, 2012
Last Reviewed	December 1, 2016

Authority

The Board adopts the procedures and policies contained in the Policy Manual as a governance tool for the Board and as a resource for district administrators and employees, students, parents/guardians, residents and community members.[\[1\]](#)[\[2\]](#)[\[3\]](#)

Copies of the Policy Manual shall be given to the following: all Board members, the Superintendent, the Board Secretary, each building principal, and the Board solicitor.

Copies of the Policy Manual shall be numbered and a record maintained by the Board Secretary as to the placement of each copy. Copies of revised pages will be furnished to the holders of manuals as changes are made.

The Board Policy Manual shall also be published and maintained on the district's web site.

The Board Policy Manual shall be considered a public record. A copy of the Policy Manual shall be maintained in the administration office and shall be available for inspection and access by citizens during regular office hours.[\[4\]](#)[\[5\]](#)

The ~~Superintendent or designee~~ Board Secretary shall maintain an orderly plan for the promulgation of policies to students, parents/guardians and staff who are affected by them and shall provide easy accessibility to an up-to-date Policy Manual.

The Board Secretary ~~Superintendent or designee~~ shall be responsible to review existing policy in light of Board actions and revisions to state and federal statutes and regulations, and to recommend to the ~~Board~~ Board Policy Committee the changes necessary to maintain the Board Policy Manual in a current status.[\[3\]](#)

Legal	1. 24 P.S. 407
	2. 24 P.S. 510
	3. Pol. 003
	4. 65 P.S. 67.701
	5. Pol. 801
	65 P.S. 67.101 et seq