



*Center Area
School District*

SECTION: LOCAL BOARD PROCEDURES

TITLE: DISTRIBUTION

ADOPTED: NOVEMBER 21, 1996

REVISED: FEBRUARY 15, 2001

007. DISTRIBUTION

The Board desires to make this Manual of Policies and Procedures a useful guide for all directors of the Board, the administration of this district, all personnel employed by the Board, the students of the district and all members of the community.

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

all directors of the Board

Superintendent

Secretary to the Board

each building principal

Board solicitor

Copies of this manual shall be numbered and a record maintained by the Secretary as to the placement of each copy. Copies of revised pages will be furnished to the holders of copies as changes are made.

The manual of policies shall be considered a public record and shall be open for inspection in the Board offices and in each school building during regular office hours.

The Superintendent 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 and in light of revisions to State statutes and procedures, and to recommend to the Board such changes as may be desired to maintain the Board Manual of Policies in a current status.

65 P.S.
271 et seq

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<p>Other Cites 65 P.S. 271 et seq</p>	<p>The Manual of Policies 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.</p>
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