



Required
 Local
 Notice

POLICY DISSEMINATION

All current policies of the Board of Education shall be made available for access on the District website and a paper copy of the policy manual must also be maintained. Paper copies of policies must be made available for public access upon request to the District Clerk. Procedures shall be established for the dissemination of policies, adoption date by the Board as well as rules and regulations needed to put them into effect.

Specifically, the Board directs the Superintendent of Schools to implement the following:

1. Maintain an updated electronic policy manual that includes appropriate regulations and takes precedence over all previous manuals;
2. Maintain an updated paper copy of the policy manual in the District Office that includes appropriate regulations and takes precedence over all previous manuals;
3. Issue each Policy Committee member, for the duration of his/her term, a complete and updated policy manual in an appropriate and preferred format;
4. Ensure that personnel are familiar with Board policies and administrative regulations which affect them, directly or indirectly. The Board requires that all employees sign a statement that they have read and understood the policy manual, or appropriate sections thereof;
5. Disseminate Board policies to all concerned, as he/she deems appropriate and/or necessary.

Ref: Freedom of Information Law, Public Officers Law §§87 et seq.

Adoption date: December 7, 2021