

# VALLEY VIEW SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: DISTRIBUTION

ADOPTED: June 21, 2010

REVISED:

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| <p>SC 407, 510<br/>Pol. 003</p> | <p style="text-align: center;">007. DISTRIBUTION</p> <p>Section 1. <u>Authority</u></p> <p>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.</p> <p>Section 2. <u>Guidelines</u></p> <p>Copies of the Policy Manual shall be given to the following:</p> <ul style="list-style-type: none"><li>a. Board members.</li><li>b. Superintendent.</li><li>c. Board Secretary.</li><li>d. Business Manager.</li><li>e. Building principals and assistant principals.</li><li>f. District administrators.</li><li>g. Board solicitor.</li><li>h. Each recognized bargaining agent of a certified bargaining unit.</li><li>i. Each school library.</li><li>j. The district office.</li></ul> <p>Copies of the Policy Manual shall be numbered, and a record maintained by the Superintendent or designee as to the placement of each copy. Copies of revised pages shall be provided to the holders of manuals as changes are made.</p> |
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| <p>65 P.S.<br/>Sec. 67.701<br/>Pol. 801</p> <p>Pol. 003</p> | <p>The Board Policy Manual shall be considered a public record and shall be available for inspection and access by citizens in the Board offices and in each school building during regular office hours.</p> <p>The Superintendent or designee shall maintain an orderly plan for the dissemination 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.</p> <p>The 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 the changes necessary to maintain the Board Policy Manual in a current status.</p> <p>The Board Policy Manual is the property of the school district; therefore, all manuals shall be returned to the Board Secretary upon termination of employment or term of office.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 407, 510</p> <p>Right-to-Know Law – 65 P.S. Sec. 67.101 et seq.</p> <p>Board Policy – 003, 801</p> |
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