

# MUHLENBERG SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: DISTRIBUTION

ADOPTED: April 14, 2010

REVISED:

<p>SC 407, 510 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>Paper copies or electronic format 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. Assistant Superintendent.</li><li>d. Board Secretary.</li><li>e. Business Manager.</li><li>f. Building principals.</li><li>g. School offices.</li><li>h. District administrators.</li><li>i. Board solicitor.</li><li>j. Each recognized bargaining agent of a certified bargaining unit.</li><li>k. Each school library.</li></ul>
---------------------------------	---

<p>65 P.S. Sec. 67.701 Pol. 801</p> <p>Pol. 003</p>	<p>l. The community library.</p> <p>m. Board meeting room.</p> <p>A record will be 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. The Board Policy Manual is the property of the school district; therefore, all manuals shall be returned to the Superintendent's Office upon termination of employment or term of office.</p> <p>The Board Policy Manual shall be published and maintained on the district's web site.</p> <p>The Board Policy Manual shall be considered a public record and shall be available for inspection and access by citizens in the district administration office 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 Policy Committee 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 Assistant Superintendent shall be Chairperson of the Policy Committee with members to include the following:</p> <ul style="list-style-type: none"><li>a. School Board member.</li><li>b. Administrators.</li><li>c. Professional staff.</li><li>d. Nonprofessional staff.</li></ul>
---	---

References:

School Code – 24 P.S. Sec. 407, 510

Right-to-Know Law – 65 P.S. Sec. 67.101 et seq.

Board Policy – 003, 801