

POLICY DISSEMINATION

The policy manual is a public document. The Superintendent is directed to establish and maintain an orderly plan for preserving and making accessible the policies adopted by the School Committee and the administrative rules and regulations needed to put them into effect.

Accessibility is to extend at least to all employees of the school system, to members of the School Committee, and to persons in the community insofar as conveniently possible. Manuals will be available for inspection at the Superintendent's office, each principal's office, and the public library.

All policy manuals shall remain the property of the School Committee and shall be considered as "on loan" to anyone, or any organization, in whose possession they might be at any time. They are subject to recall at any time deemed necessary by the administrative head of the school district.