

# EASTON AREA SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: DISTRIBUTION

ADOPTED: June 21, 2007

REVISED:

<p>65 Pa. C.S.A. 701 et seq Pol. 801</p>	<p style="text-align: center;">007. DISTRIBUTION</p> <p>The Board desires to make this Policy Manual a useful guide for all Board members, district administrators, personnel employed by the Board, district students, parents/guardians and members of the community.</p> <p>Therefore, copies of this manual shall be given to the following:</p> <ul style="list-style-type: none"><li>a. All Board members.</li><li>b. Superintendent.</li><li>c. Board Secretary.</li><li>d. Business Manager.</li><li>e. Each building principal.</li><li>f. Appropriate administrators.</li><li>g. Board solicitor.</li><li>h. The recognized bargaining agent for professional employees.</li><li>i. Each school library.</li></ul> <p>The Board Policy Manual shall be considered a public record and shall be available for inspection in the Board offices and in each school building during regular office hours.</p> <p>The Superintendent or designee shall be directed to establish and maintain an orderly plan for preserving and making accessible the policies adopted by the Board and the administrative rules and regulations needed to put them into effect.</p>
--	---

Accessibility shall extend to all employees of the district, students, parents/ guardians, and interested citizens. A current copy of the Board Policy Manual and administrative rules and regulations will be maintained at each school library and the Easton Area Public Library.

The Board shall strive to keep the Board Policy Manual up-to-date. To achieve this end, the Board shall direct the Superintendent or designee to call to its attention policies that are in need of revision in light of Board actions and state and federal statutes and regulations. The Board shall call in all policy manuals at such time as is convenient, but at least once annually, for purposes of updating.

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.