# DISSEMINATION OF POLICY

The Superintendent or his/her designee shall establish and maintain a system for preserving and making accessible the Board's Policy Manual. Accessibility to the Policy Manual is extended to all District employees, members of the Board, and District patrons. The Manual is public information and is open for inspection at the Board Office. Copies of the Manual are available at each school.

It shall be the responsibility of each Board member during their term of office to keep the Manual up-to-date and return the Manual at the end of his/her term of office to the Secretary.

Policy Manuals are the property of the Board.

LEGAL REFERENCE: Code of Iowa, ∋277.31, 279.8
281 Iowa Administrative Code 12.3(2)

Adopted: 04/11/89
Revised: 09/21/01, 12/11/03
Reviewed: 06/12/98, 01/19/06, 5/13/13, 5/12/14