

INTERMEDIATE UNIT 1

TITLE: DISTRIBUTION

ADOPTED: August 12, 2004

REVISED:

<p>65 P.S. 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, administrators, personnel employed by the Board, students and parents/guardians.</p> <p>Therefore, copies of this manual shall be given to the following:</p> <ul style="list-style-type: none">a. All Board members.b. Executive Director.c. Assistant Executive Director.d. Board Secretary.e. Business Manager.f. Appropriate administrators.g. Board solicitor.h. Each recognized bargaining agent of a certified bargaining unit. <p>Copies of this manual shall be numbered, and a record maintained by the Executive Director as to the placement of each copy. Copies of revised pages shall be provided to the holders of manuals as changes are made.</p> <p>The Board Policy Manual shall be considered a public record and shall be available for inspection in the Intermediate Unit office during regular office hours.</p> <p>The Executive Director shall maintain an orderly plan for the promulgation of policies to students, parents/guardians and staff members who are affected by them and shall provide easy accessibility to an up-to-date manual of policies.</p>
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The Executive Director 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.

The Board Policy Manual is the property of the Intermediate Unit; therefore, all manuals shall be returned to the Board Secretary upon termination of employment or term of office.