Code No.: 209.3

DISSEMINATION OF POLICY

The Board Policy Manual is available electronically. A Board Policy Manual shall be housed in the Central Office for persons unable to access the policy manual electronically. Persons wishing to review the Board Policy Manual shall contact the district office where the board policy manual will be made available.

The Superintendent's secretary shall ensure that new and revised policy statements are updated on the District website within 10 working days of the change or addition to the Manual.

Copies of changes in board policy will also be included with or added to the minutes of the meetings in which the final action was taken to adopt the new or changed policy.

Approved <u>2/20/89</u>
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