007. DISTRIBUTION

The Joint Operating Committee desires to make this Manual of Policies and Procedures a useful guide for all members of the Joint Operating Committee, the administration, personnel, students, and all members of the community.

Therefore, copies of this manual shall be given to the following: all members of the Joint Operating Committee, Superintendent of Record, Administrative Director, Secretary to the Joint Operating Committee, Business Administrator, appropriate administrators, solicitor, and school office.

Copies of this manual shall be numbered and a record maintained by the Administrative Director as to the placement of each copy. Copies of revised pages will be furnished to the holders of copies as changes are made. A current version of the Policy Manual shall be available in electronic format.

65 P.S. 701 et seq Pol. 801

The Policy Manual shall be considered a public record and shall be open for inspection in the school offices.

The Administrative Director shall maintain an orderly plan for the promulgation of policies to staff members who are affected by them and shall provide easy accessibility to an up-to-date collection of policies for all employees of the school.

The Administrative Director is designated to review existing policy and to recommend to the Joint Operating Committee such changes as may be desired to maintain the Policy Manual in a current status.

The Policy and Procedures Manual is the property of the Joint Operating Committee; therefore, all manuals will be returned to the Joint Operating Committee Secretary upon termination of office.