

# CARBON CAREER & TECHNICAL INSTITUTE

SECTION: JOINT OPERATING  
COMMITTEE PROCEDURES

TITLE: DISTRIBUTION

ADOPTED: June 19, 2003

REVISED:

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| <p>65 P.S. 701 et seq<br/>Pol. 801</p> | <p style="text-align: center;">007. DISTRIBUTION</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>The Policy Manual shall be considered a public record and shall be open for inspection in the school offices.</p> <p>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.</p> <p>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.</p> <p>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.</p> |
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