007. DISTRIBUTION

The Board desires to make the list of all School Board Policies available as a useful guide for all Board members, district administrators, personnel employed by the Board, district students, parents/guardians and members of the community. The Policy Manual will be available electronically on the school district website (www.spring-ford.net) and all updates to policies will be reflected as soon as possible on the Policy Manual webpage. A single hard copy binder of all School Board Policies needs to be maintained in the Office of the Superintendent.

The Superintendent or designee will be responsible for sending electronically all School Board Policy changes and updates to the following stakeholders:

- a. All Board Members.
- b. Superintendent.
- c. Assistant Superintendent.
- d. Board Secretary.
- e. Business Manager.
- f. All Building Principals.
- g. Appropriate administrators.
- h. Board Solicitor.
- i. Each recognized bargaining agent of a certified bargaining unit.
- j. Each School Library.
- l. Royersford and Spring City Public Libraries.
65 P.S. Sec. 67.701 Pol. 801

The Board Policy Manual shall be considered a public record and shall be available on the district website. Community members can visit the District Office to utilize a computer to access the school district website for the purpose of reviewing the School Board Policies. Community members requesting the use of a computer at the District Office are asked to provide 24-hour notice to prearrange with the Technology Department.

The Superintendent or designee 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 on the district website.

Pol. 003

The Superintendent 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. Since the Superintendent office is responsible for revisions to the Board Policy Manual, their office will maintain an official hard copy to mirror the electronic copy on the district website.

References:

School Code – 24 P.S. Sec. 407, 510

Right-to-Know Law – 65 P.S. Sec. 67.101 et seq.

Board Policy – 003, 801