

CHESTER COUNTY INTERMEDIATE UNIT 24

SECTION: BOARD PROCEDURES

TITLE: DISTRIBUTION

ADOPTED: NOVEMBER 18, 2009

REVISED: MAY 20, 2020

007. DISTRIBUTION

Policy Section	Policy Description
Section 1. Authority	<p>The Board adopts the procedures and policies contained in the Policy Manual as a governance tool for the Board and as a resource for administrators and employees, students, parents/guardians, residents and community members.</p> <p>Legal References: SC 407, 964; Pol. 000, 003</p>
Section 2. Guidelines	<p>The Policy Manual is available on the CCIU web site. Printed copies of the Policy Manual shall be given upon request to the following:</p> <ul style="list-style-type: none"> a. All Board members. b. Executive Director. c. Division directors. d. Board Secretary. e. Business Manager. f. Board solicitor. <p>Printed copies of the Policy Manual shall be numbered, and a record maintained by the Executive Director or designee as to the placement of each copy. Copies of revised pages shall be provided to the holders of manuals as changes are made. New or revised policies will be posted on the CCIU web site.</p> <p>The Board Policy Manual shall be considered a public record and shall be available for inspection and access by citizens in the Board administrative offices during regular office hours.</p> <p>Legal References: 65 P.S., Sec. 67.701, Pol. 801</p> <p>The Executive Director or designee shall maintain an orderly plan for the distribution of policies to students, parents/guardians and staff members who are affected by them and shall provide easy accessibility to an up-to-date Policy Manual.</p> <p>The Executive Director or designee shall be responsible to review existing policy in light of Board actions and revisions to state and federal laws and regulations, and to recommend to the Board the changes necessary to maintain the board policy manual</p>

<p>References:</p>	<p>in a current status.</p> <p>Legal Reference: Pol. 003</p> <p>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.</p> <p>School Code – 24 P.S. Sec. 407, 964</p> <p>Right-to-Know Law – 65 P.S. Sec. 67.101 et seq.</p> <p>Board Policy – 000, 003, 801</p>
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