

POLICY DISTRIBUTION

The superintendent shall maintain a current policy manual that contains the policies of the district. The superintendent is directed to establish and maintain an orderly plan for preserving and making accessible the policies adopted by the board and the administrative rules and regulations needed to put them into effect.

The manual is intended both as a tool for school district management and as a source of information to patrons, staff, and others about the operations of the district. To that end, each board member and administrator shall have ready access to the manual. In addition, a manual shall be available in each school library and such other places as the superintendent may determine for the use of staff, students, and patrons.

All policy manuals distributed to anyone shall remain the property of the Holdenville Board of Education and shall be considered as “on loan” to anyone, or any organization, in whose possession they might be at any time. They shall be subject to recall at any time deemed necessary by the administration of the school district for the purposes of updating.

The board’s policy manual is a public record and will be open for inspection during regular business hours in the superintendent’s office.

The master copy of the manual will be maintained in the superintendent’s office. This copy will be used to resolve any discrepancies between other copies of the manual.

REFERENCE: 70 O. S. 5 - 117