LENAPE TECHNICAL SCHOOL

SECTION: JOINT OPERATING COMMITTEE PROCEDURES

TITLE: DISTRIBUTION

ADOPTED: November 19, 2009

REVISED: October 20, 2016

007. DISTRIBUTION

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

Therefore, copies of this manual shall be given to the following:

a. All members of the Joint Operating Committee.

b. Superintendent of Record.

c. Administrative Director.

d. Joint Operating Committee Secretary.

e. Principal.

f. Appropriate administrators.

g. Solicitor.

h. School office.

i. Member District

Copies of this manual shall be numbered, and a record maintained by the Administrative 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.

65 P.S. 701 et seq
Pol. 801

The Joint Operating Committee Policy Manual shall be considered a public record and shall be available for inspection in the school office during regular office hours.

The Joint Operating Committee Policy Manual shall be placed on the School's official website.

The Administrative Director or designee shall maintain an orderly plan for the promulgation of appropriate 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.

The Administrative Director or designee shall be responsible to review existing policy in light of Joint Operating Committee actions, revisions to federal and state statutes and regulations, and to recommend to the Joint Operating Committee the changes necessary to maintain the Joint Operating Committee Policy Manual in a current status.

The Policy Manual is the property of the school. Therefore, all manuals shall be returned to the School upon termination of employment or term of office.