Title: Policy Dissemination

Board of Directors policies are accessible on the District's public website and on the internal website. Upon request, a printed Board policy manual shall be provided to an administrator or Board member. Persons wishing to inspect the Board policy manual shall contact the Board Secretary, who shall have the manual available for public inspection.

It shall be the responsibility of the Superintendent to ensure copies of new and revised policies are available online and distributed upon request. Copies of changes in Board policy shall also be attached to the minutes of the meeting at which final action was taken to adopt the new or changed policy.

It shall be the responsibility of Board members, who wish to have a printed copy of the policy manual during their term of office, to keep the manual up-to-date and to surrender the manual to the Board Secretary at the conclusion of their term of office.

Cross References: 223, 224; www.cb-schools.org

Legal References: <u>Iowa Code, Chapters 277.31, 279.8</u> <u>281 Iowa Admin. Code 12.3(2)</u>

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