

**Board of Education Policy**

POLICY DISSEMINATION

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- I. The Board of Education directs the Superintendent of Schools to implement the following:
  - A. Maintain updated policies and regulations on the District’s website.
  - B. Provide a hard copy of the policies and regulations to any Board Member, officer, employee, parent, student, or community member upon request.
  - C. Ensure that personnel are familiar with Board policies and regulations which affect them directly or indirectly. The Board requires that new employees sign a statement that they have read and understood all Board policies and that they are aware the policy manual is available to them via the District’s website or in hard copy upon request. New employees will be provided with an electronic copy of the policies prior to signing such statement.
  - D. Ensure that personnel are familiar with the contents of the staff handbook which affect them directly or indirectly. The Board requires that new employees sign a statement that they have read and understood the staff handbook and that they are aware the staff handbook is available to them via the District’s website or in hard copy upon request. New employees will be provided with an electronic copy of the policies prior to signing such statement.

**Adopted:** 12/14/1995  
**Reviewed:** 10/19/2005 03/24/2010 12/11/2013 11/14/2018 12/13/2023  
**Revised:** 01/11/2006 04/28/2010 01/29/2014 12/12/2018 01/24/2024