

Policy

POLICY MANUAL DISTRIBUTION AND MAINTENANCE

The Chester Board of Education desires to make this manual of bylaws and policies a useful guide to all members of the board, the staff of this district, and the community. Therefore, the chief school administrator shall ensure that copies of the district policy manual are issued to the following:

All Board Members	Board Attorney	Web Site Posting (as policies
Chief School Administrator	School Libraries	become available)
Board Secretary	Department of Student	
Building Principals	Services	
Chester Library	CEA President	

Once all policies are on the website, distribution will be as follows:

- A. Chief school administrator
- B. Chester Library
- C. Black River Middle School Library
- D. Bragg School Library
- E. Dickerson School Library

Copies of this manual shall be numbered and a record maintained by the board secretary as to the placement of each. All policy manuals shall remain the property of the Chester Board of Education and shall be considered as "on loan" to anyone, or any organization, in whose possession they might be at any time. Each holder of a policy manual shall return it to the board Secretary upon the termination of his/her service with the district.

The secretary shall maintain a master policy manual that shall be the official record of the bylaws and policies adopted by the board. The manual shall be considered a public record and shall be easily accessible for inspection in the board offices.

The chief school administrator shall maintain an orderly plan to notify staff members of the policy changes, which will affect them.

It shall be the responsibility of the board secretary to arrange distribution of copies of all new and revised policies to all manual holders as they are adopted.

Annually, before the organization meeting, the board secretary shall arrange to have all district policy manuals brought up to date.

Adopted;	May 2, 1989
Revised:	July 31, 2003
NJSBA Review/Update:	January 2009, August 2016, September 2018
Readopted:	April 27, 2009, September 17, 2018, August 16, 2021, January 2024

POLICY MANUAL DISTRIBUTION AND MAINTENANCE (continued)

Key Words

Policy Manual, Manual

Legal References: N.J.S.A. 18A:11-1 General mandatory powers and duties

Cross References: *9311 Formulation, adoption, amendment of policy
 *9312 Formulation, adoption, amendment of bylaws
 *9313 Formulation, adoption, amendment of administrative regulations
 *9314 Suspension of policies, bylaws and regulations

*Indicates policy is included in the Critical Policy Reference Manual.