

## **RSU #63**

- a. NEPN/NSBA Code:** CHC
- b. Title:** Communication of Regulations & Policies
- c. Author:**
- d. Replaces Policy:**
- e. Date Approved:** 01/25/2016 RSU #63
- f. Previously Approved:** 11/03/2003
- g. Policy Expiration:** Review as Needed
- h. Responsible fore Review:** Superintendent, Board of Directors, and Policy Committee
- i. Date Reviewed:** 01/04/2016 Superintendent  
01/04/2016 Policy Committee
- j. References:**
  - Cross References:** BGA – Policy Development Procedure  
BGB – Policy Adoption
- k. Narrative:**

- I.** RSU #63 administrative regulations/policies shall be appropriately coded and titled and included in the RSU #63 Master Policy Binder, which shall be available in the Superintendent's office. Copies of the Master Binder shall be distributed/provided and maintained in the Principal's office, each Department head's office (Department Director), by each School Board Director, and in the Superintendent's Office.
- II.** The Superintendent shall ensure draft RSU #63 regulations/policies are posted no less than one week before Board meetings for review and posted within one week following Board approval on the school unit's website with easy access to viewers.
- III.** The Superintendent shall devise other appropriate means as needed for disseminating particular regulations/policies to the staff, parents/guardians, and members of the public who may be affected by them.
- IV.** Following final approval of regulations/policies (new and updated) by the Superintendent and Board of Directors, copies will be distributed and filed in Policy Binders as listed in Section I above. Approved regulations/polices will be filed by Code and in appropriate alphabetical order. Updated policies will replace old versions and the old versions will be removed and discarded.
- V.** In the interest of fiscal conservancy, Directors leaving the Board and administrators leaving the district will turn in their Policy Binder to the Superintendent's Office for distribution to new incoming personnel.