

## **Policy Dissemination**

The Superintendent is directed to establish and maintain an orderly plan for preserving and making accessible the policies adopted by the School Committee in a policy manual.

A policy concerning a particular group or groups in the School Department shall be distributed to those groups as soon as practicable after passage by the School Committee. All new policies promulgated by the School Committee commencing with the date of January 1, 2005 shall be made available in electronic format on the School Department's website.

All policy manuals distributed to anyone shall remain the property of the School Committee and shall be considered as "on loan" to anyone, or any organization, in whose possession they might be at any time. They are subject to recall at any time.

The School Committee's policy manual shall be considered as a public record and shall be open for inspection at the School Committee offices located at the Administration Building, schools, and the public library.

Legal Ref: Rhode Island General Laws, §§ 16-2-16 and 16-2-32

Approved 12/06/07