

# DELAWARE VALLEY SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: POLICY ACCESS,  
DISTRIBUTION AND  
MAINTENANCE

ADOPTED: SEPTEMBER 17, 2009

REVIEWED: AUGUST 20, 2009

## 007. POLICY ACCESS, DISTRIBUTION AND MAINTENANCE

The Board desires to make this Policy Manual a useful guide for all Board members, district administrators, district employees, district students, parents/guardians, volunteers and members of the community.

Policy information shall be maintained manually and electronically. Each school building shall maintain a policy manual in the office of the principal. The policy manual can be viewed electronically from the Delaware Valley School district website.

Policy manuals shall be numbered and a record maintained as to the placement of each copy. New policies and revisions shall be issued in a timely fashion, keeping both the printed manual and electronic manual current. The Superintendent or designee shall be responsible for production, distribution and updating of the printed and electronic versions of the policy manual.

The Board Policy Manual shall be considered a public record and shall be available for inspection in the Board offices and in each school building during regular office hours.

The official policy manual will be maintained by the Board Secretary. Individuals receiving policy manuals are required to return them upon leaving the district. Questions or comments pertaining to the policy manual will be readily addressed by calling the Delaware Valley School District Board Secretary.