

Policy Dissemination

0126.00

The district administrator shall make reasonable efforts to disseminate policies adopted by the Board to employees of the district, students, and the community. Copies shall be distributed as follows:

1. A master copy of the Board policy manual in digital form shall be maintained in the district office.
2. A copy of the Board policy manual shall be posted on the district web site.
3. Paper copies of individual policies shall be available upon request; however, a cost of 25 cents per copy may be charged when such requests exceed ten (10) pages. The individual making the request may also be charged the actual cost of mailing the copies, if applicable.
4. The district administrator shall email all staff copies of new or revised policies shortly after approval. For those policies added or revised over the summer break, copies will be emailed upon the beginning of the new school year.

Legal References: Wisconsin Statutes- Chapter 120.12

Cross References: 0124.00, Board Policy Formation, Adoption and Review
1230.00, Policy Implementation
8310.00, Access to Public Records

Approved: May 11, 1987

Revised: April 13, 2011
February 12, 2014