

## POLICY DISSEMINATION

The superintendent is directed to establish and maintain an orderly Plan for preserving and making accessible the policies adopted by the Board and the regulations needed to put them into effect.

Accessibility is to extend at least to all employees of the school system, to members of-the Board and, insofar as conveniently possible, to all persons in the district.

All policy manuals distributed to anyone shall remain the property of the district 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 for updating.

The Board's policy manual is a public record and shall be open for inspection at the administrative offices of the district.

Adopted: 6/17/80

LEGAL REF.: 1973 C.R.S. 22-32-109 (1) (c), (w)