

**POLICY DISTRIBUTION**

The superintendent shall maintain a current policy manual that contains the policies of the district.

The manual is intended both as a tool for school district management and as a source of information to patrons, staff, and others about the operations of the district. To that end, each board member and administrator shall have ready access to the manual. In addition, a manual shall be available in each school library and such other places as the superintendent may determine for the use of staff, students, and patrons. The rules and regulations of the board will be revised annually in May and will be available at all board meetings for quick reference.

All policy manuals distributed shall remain the property of the district. They shall be subject to recall at any time.

The board's policy manual is a public record and will be open for inspection during regular business hours in the superintendent's office.

The master copy of the manual will be maintained in the superintendent's office. This copy will be used to resolve any discrepancies existing between other copies of the manual.

**REFERENCE: 70 O.S. §5-117**