

## DISSEMINATION OF POLICY

A board policy manual is housed in the central administration office and is also available electronically on the school district web site. Persons wishing to review the board policy manual may contact the board secretary, who will have a board policy manual available for public inspection.

It is the responsibility of the board secretary to ensure copies of new and revised policy statements are distributed to the custodians of board policy manuals no later than the first regular board meeting following the policy's adoption. Copies of changes in board policy will also be included in or attached to the minutes of the meetings in which the final action was taken to adopt the new or changed policy.

Legal Reference: Iowa Code §§ 277.31; 279.8.  
281 I.A.C. 12.3(2).

Cross Reference: 200.3 Responsibilities of the Board of Directors

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