

MIDDLE BUCKS INSTITUTE OF TECHNOLOGY

SECTION: BOARD PROCEDURES

TITLE: DISTRIBUTION

ADOPTED: July 1, 1991

REVISED:

007. DISTRIBUTION

The Executive Council desires to make this Manual of Policies and Procedures a useful guide for all members of the Executive Council, the administration, all personnel employed by the Executive Council, the students of the school and all members of the community.

Therefore, copies of this manual shall be given to the following: all members of the Executive Council; district Superintendent; Director of Vocational-Technical Education; Secretary to the Executive Council; Business Manager; solicitor; auditor; each recognized bargaining agent of a certified bargaining unit; and to others as needed.

Copies of this manual shall be numbered, and a record maintained by the Director as to the placement of each copy. Copies of revised pages will be furnished to the holders of copies as changes are made.

The Policy Manual shall be considered a public record and shall be open for inspection in the administration office of the school during regular office hours.

The Director shall maintain an orderly plan for the promulgation of policies to staff members who are affected by them and shall provide easy accessibility to an up-to-date collection of policies for all employees of the school system.