

## 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 rules and 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 as possible, to all persons in the district.

All policy manuals distributed to anyone will remain the property of the Board and will be considered as “on loan” to anyone, or any organization, in whose possession they might be at the time. They are subject to recall at any time for updating.

The Board’s policy manual will be considered a public record and will be open for inspection at the District Administration Offices during regular office hours. The policy manual can also be found online at <http://www.westcentral.k12.sd.us>.

Adopted 3-14-88  
Revised 12-9-13