



**Section:** BOARD PROCEDURES  
**Title:** DISTRIBUTION  
**Adopted:** September 17, 1996  
**Revised:**

	<b>007. DISTRIBUTION</b>	
	<p>The Joint Operating Committee desires to make this Manual of Policies and Procedures a useful guide for all members of the Joint Operating Committee, the Administration of the school, all personnel employed by the Joint Operating Committee, students of the school and all members of the community.</p> <p>Therefore, copies of this manual shall be given to the following:</p> <ul style="list-style-type: none"> <li>• Joint Operating Committee Members</li> <li>• Superintendent of Record</li> <li>• Administrators of the CTC</li> <li>• Solicitor</li> <li>• Director's office</li> <li>• School office</li> </ul> <p>The Vocational Administrative 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. The Director is designated to review existing policy annually in light of Committee actions and in light of revisions to State statutes and procedures, and to recommend to the Joint Operating Committee such changes as may be desired to maintain the Board Manual of Policies in a current status.</p> <p>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.</p> <p>The manual of policies shall be considered a public record and shall be available for inspection during regular office hours.</p>	<p>SC 3601</p>

