

POLICY DISSEMINATION

The Superintendent will establish and maintain an orderly plan for preserving and making accessible the policies and regulations for the School Department. Accessibility will extend at least to students, to all employees of the School Department, to members of the School Committee, and to persons in the community.

All employees are expected to know and observe the school policies and regulations contained in this manual. Each school will be furnished a copy of the Windham policy manual. The Superintendent will arrange for school employees to be informed of new policies and revision of existing policies.

Annually, the Superintendent will designate a staff person to prepare a summary of official School Committee actions and of major discussion items and distribute it to all school principals.

Adopted: 1988