

**Policies and Procedures**

Following Board adoption, policies will be distributed via e-mail to all District staff, the District's legal counsel, and School Board members. A copy will also be put in the official Policy Manual in the Superintendent's Office, as well as posted to the District's web page. New policies and revisions of major importance will be distributed within five (5) working days of Board adoption. Minor revisions will be distributed within one month.

New procedures and procedure revisions are approved by the Superintendent. New procedures and revisions of major importance will be distributed as per above within five (5) working days of approval. Minor revisions will be distributed within one month.