

**Bylaw**

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DEVELOPMENT DISTRIBUTION AND MAINTENANCE OF POLICY MANUAL

The Board of Education desires to make this manual of Bylaws and Policies a useful guide to all members of the Board, and the administration of this district; therefore, copies of this manual shall be given to the following: board members, Superintendent, Board Secretary, each building principal, board attorney, each recognized bargaining unit.

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

The manual of bylaws and policies shall be considered a public record and shall be open for inspection in the board offices and in each school building during regular office hours.

The Board Secretary 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 bylaws and policies for all employees of the school system and is designated to review existing policy monthly in light of board actions and in light of revisions to state statutes and procedures, and to recommend to the Superintendent such changes as may be desirable to maintain the board manual of bylaws and policies in a current status.

Each holder of a policy manual shall return the same to the board secretary upon the termination of his/her service with the district.

The board secretary shall maintain a master policy manual which shall be the official record of the bylaws and policies adopted by the board (9311 Formulation, Adoption, Amendments of Policies).

Adopted: May 17, 1993  
NJSBA Review/Update: May 2008  
Readopted: March 2009

Key Words

Individual Board Member, Board Members' Role