

## **POLICY DISSEMINATION**

The Superintendent is directed to establish and maintain an orderly plan for preserving and making accessible the policies adopted by the School Committee and the procedures needed to put them into effect.

Accessibility is to extend at least to all employees of the Granby Public Schools, to members of the School Committee, and, insofar as conveniently possible, to all persons in the community. A policy concerning a particular group or groups in the schools will be distributed to those groups prior to the policy's effective date.

All policy manuals distributed to anyone will remain the property of the School Committee and will be considered as "on loan" to anyone, or any organization, in whose possession they might be at any time. They are subject to recall at any time deemed necessary for purposes of updating.

The School Committee's policy manual will be considered a public record and will be available for inspection at the Superintendent's Office. Copies of the policy manual may also be obtained under the Freedom of Information Act by a written request addressed to the Superintendent of Schools. Any charge associated with a Freedom of Information Act request will be in accordance with State Law.

Adopted October 6, 2003

Granby Public Schools – 2003