

Disbursement of Policies and Procedures

Responsibility for maintaining accurate records of Clover Park School District policies and procedures rests with the Superintendent as Secretary of the Board of Directors.

- The Superintendent, or designee, will maintain an online resource containing current policies adopted by the Board together with any applicable procedures adopted by the administrative council and approved by the Superintendent. The online resource will be maintained in a file accessible by all CPSD staff and community members.
- At the time of modification, addition, deletion or new adoption of policy or procedure, the Superintendent shall notify the Administrative Leadership Team (ALT). Each ALT member shall be responsible for disseminating information about such changes to his/her staff as needed, or appropriate.

Date: 06.03.03

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