

**AUBURN SCHOOL DISTRICT  
POLICY DISSEMINATION**

The policy manual is a public document. The Superintendent or designee is directed to establish and maintain an orderly plan for preserving and making accessible the policies adopted by the Board and the administrative rules and regulations needed to put them into effect.

Accessibility is to extend at least all employees of the school system, to members of the Board, and to persons in the community insofar as conveniently possible. Manuals will be available for inspection at the Superintendent's Office and at the school site.

All policy manuals shall remain the property of the School Board and shall 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 by the administrative head of the School District. The Superintendent or designee is responsible for ensuring timely updates of all manuals.