

**PARK COUNTY SCHOOL DISTRICT #6
BOARD OF EDUCATION POLICY**

CODE: BGE

POLICY DISSEMINATION

The Superintendent shall establish and maintain an orderly plan for preserving and making accessible the policies adopted by the Board and the regulations needed to put them into effect. Policies receiving final approval, revision, or deletion shall be communicated to all staff via email by the Board's Administrative Assistant.

A link to Board Policies shall be featured clearly on the Park No. 6 official district website. Policies shall be updated as approved by the Board.

District buildings or departments wishing to offer the Policy Manual in hard copy form are encouraged to make a copy and designate a staff member to update the manual with adoptions and revisions approved by the Board and disseminated by the Board's Administrative Assistant.

The Board Policy Manual shall be considered a public record and shall be open for inspection in the administrative office.

All employees are responsible for complying with all rules, regulations and policies of the Board and the State Board of Education, with administrative procedures and oral directives of their supervisors and the Wyoming Education Code and other statutes. All employees are responsible for acquainting themselves with the District's rules, regulations, policies and procedures, and state statutes and regulations.

Legal Ref.: W.S. 21-2-110(a)(i), 21-3-111(a)(i)

Adopted: 1/20/98

Revised: 11/20/2018