

**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.

One Board Policy Manual will be available in each building. All manuals shall remain the property of the 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.

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