

**POWAY UNIFIED SCHOOL DISTRICT  
ADMINISTRATIVE PROCEDURE**

**Originator:** Superintendent

**Issue No:** 11

**Date:** 10/13/08

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**Reference:**

**ARTICLE: 1.0 GOVERNING BOARD**

**1.9 BOARD POLICY DEVELOPMENT**

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**SECTION 1.9.2 Board Policy Distribution and Control**

It is the intention of the Board of Education that all personnel in the District have readily available to them copies of all Board Policies pertaining to the operation of the District.

Complete Board Policy and Administrative Procedures will be distributed electronically to the:

The Board of Education  
Administration Center  
Each School  
Each Department, and,  
other offices that so request.

It shall be the responsibility of recipients of Board Policy to read the policy section; advise all personnel under their supervision of the existence of the new/revised sections; react to provisions of the policy which it is felt are not compatible with individual interpretation of current practices; and provide recommendations for modification to policy sections.

All superseded sections of policy shall be destroyed upon receipt of revisions. Board Policy Manuals shall be kept current.

A copy of the policies and procedures shall be maintained on the District website.