

**POLICY DISSEMINATION**

The Superintendent of Schools is directed to establish and maintain an orderly plan for preserving, distributing and/or making accessible the policies adopted by the Board of Education and the administrative rules and regulations needed to put them into effect.

District policy manuals shall be distributed to Board members, Directors, and school offices, and be posted on the District's web page.

All policy manuals distributed to anyone shall remain the property of the School District of West Allis-West Milwaukee, et. al. and shall be considered as "on loan" to anyone or any organization in whose possession they may be at any time. They are subject to recall as deemed necessary by the Superintendent for purposes of updating.

APPROVED: November 14, 1995

REVISED: November 26, 2001  
April 12, 2010