

## **Bylaws of the Board**

### **Development, Distribution and Maintenance of Manual of Policies, Regulations, Bylaws**

#### **Policy Dissemination**

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

All current policies, regulations and bylaws are accessible on line on the District website. New and revised policies, regulations and bylaws are updated on the website within two (2) business days of passage by the Board of Education.

The Board of Education office and each school office maintains a hard copy of all policies, regulations and bylaws in the District Policy Manual which is available for review to all employees of the school District and all members of the general public.

A hard copy of the policy manual is available to each Board member while he/she is serving in that capacity. All policy manuals shall remain the property of the Brookfield Board of Education. Policy Manuals are subject to recall at any time deemed necessary by the Superintendent of Schools.

The Board of Education office, each school office and other District offices holding copies of Policy Manuals will receive hard-copy updates of all new and revised policies, regulations and bylaws within two (2) business days of passage by the Board of Education.

(cf. 9400 - Monitoring Products and Processes)

Bylaw adopted  
by the board: 10/3/90  
revised: 8/19/97  
Revised: 2/20/13

BROOKFIELD PUBLIC SCHOOLS  
Brookfield, Connecticut

**REVIEWED/REVISED: 5/17/17**