

## **BGE—Policy Communication and Feedback**

The Principal shall develop procedures to ensure that employees, patrons, and Board members shall have access to a current policy manual that contains the policies and administrative regulations/procedures of the School.

The manual is intended both as a tool for School management and as a source of information to patrons, staff members, and others about how the School operates. To that end, each Board member and administrator shall have ready access to a copy of the manual. In addition, a manual may be available at such places as the Principal may determine for use by staff members, students, and patrons.

Each administrative regulation shall be so designated and included in the manual on a separate sheet(s) accompanying the policy with which it is associated. The regulations or procedures shall be designated using its associated policy code with a number. For example: BEDG is the main policy. Its regulations or procedures will be coded: BEDG1.

All policy manuals shall remain the property of the School and shall be subject to recall at any time.

The Board's policy manual shall be considered a public record and shall be open for inspection during regular business hours at the School.

The master copy of the manual will be securely maintained in the Principal's office. It is this copy that will be used to resolve any discrepancies in language existing in other copies.