

1 The superintendent shall establish and maintain an orderly plan for preserving and making
2 accessible the policies adopted by the Transylvania County Board of Education (the “board”)
3 and any accompanying administrative procedures or memoranda.
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5 ~~A physical policy manual will be kept at the board of education offices to serve as the official
6 policy manual of the board and will be available for inspection by the public during regular
7 office hours. An electronic duplicate of the official policy manual will be accessible through the
8 school system website. The board intends that the official physical manual and the electronic
9 duplicate will have identical content at all times. However, should a discrepancy between the
10 two arise, it will be resolved in accordance with the board’s most recent action on the policy. All
11 policies adopted by the board will be maintained in both electronic and physical form. The
12 electronic form shall be accessible through the school system website. The physical form shall
13 be kept in a policy manual that will constitute a public record that will be open for inspection at
14 the board of education offices during regular office hours.~~

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16 ~~The superintendent or designee shall update both the physical policy manual and the electronic
17 copy in a timely manner as new policies are adopted and existing policies are revised or
18 rescinded by the board. The superintendent shall also ensure timely upkeep of any copies of the
19 manual that have been distributed in physical or electronic form. The board will endeavor to
20 keep both the electronic policies on the website and the physical policy manual updated with the
21 most recent policies adopted by the board. Any discrepancies between the policies on the
22 website and in the physical manual shall be resolved in accordance with the board’s most recent
23 action on the policy.~~

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25 ~~The superintendent shall ensure that all board members and employees have convenient access to
26 copies of the board’s policies.~~

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28 ~~All physical policy manuals distributed remain the property of the board, will be deemed to be
29 “on loan” to any person or organization, and are subject to recall at any time deemed necessary
30 for purpose of amendment, rescission, or recodification.~~

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32 Legal References: G.S. 115C-36

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34 Cross References: **Policy Development (policy 2410)**

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36 Adopted: October 19, 2015

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38 Revised: [DATE]