

TRINITY LUTHERAN CHURCH BOARD OF CHRISTIAN SCHOOL POLICY MANUAL

Dissemination of Policy

Initial Adoption Date: 12/7/89

IA Code #: 12.3(2c)

Date of Last Review: 5/7/93 5/6/93 4/11/96 11/14/02

Date of Last Revision:

A current, up-to-date, copy of the Trinity Lutheran School Board Policy Manual shall be kept in the school office and each board member shall have a personal copy of said manual. Any person wishing to inspect the Board Policy Manual shall contact the board secretary, who shall have a Board Policy Manual available for public inspection.

It shall be the responsibility of the board secretary to ensure that copies of new and revised policy statements are distributed to the current board members within twenty (20) days of the change or addition to the board manual. Copies of changes in board policy shall also be attached to the minutes of the meeting at which time the change in policy was approved.

Each board member, during their term in office, shall keep their copy of the board manual up-to-date and surrender their copy of the board manual to the board secretary at the conclusion of their term.