

### **POLICY DISSEMINATION AND UPDATE**

The Superintendent of the Toronto City 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 that may be needed to put them into effect. Accessibility in each building is to extend at least to all employees of the school system, to members of the Board, and to persons in the community who might choose to read them, upon request.

All policy manuals, distributed to anyone, shall remain the property of the Toronto Board of Education and shall be considered on loan to anyone or any organization in whose possession they might be, at any time. They are subject to recall at any time deemed necessary by the Superintendent of Schools for purposes of updating.

The method by which policy manuals are updated is left to the discretion of the Superintendent. The Superintendent may, if he/she chooses, prepare policies as they are adopted and circulate them to the locations of manuals for proper inclusion in the manual.