



Book	Policy Manual
Section	000 Local Board Procedures
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The Board of School Directors ("Board") of Springfield School District ("District") desires to make this manual of policies and procedures an unofficial guide for the Board, the administration of the District, all personnel employed by the Board, the students of the District and all members of the community.

Printed copies of this manual may be provided to the following:

1. All Directors of the Board.
2. Superintendent and Direct Reports.
3. Secretary to the Board.
4. Each Building Principal.
5. Board Solicitor.

Copies of the manual may be numbered and a record maintained by the Board Secretary as to the placement of each copy.

The official electronic database of policies shall be considered a public record. All policies shall be available for inspection in the Board offices during regular office hours. Charges for copies of policies will be at the regular copying rate.

Printed copies of policies in this manual are for information only and may not be current. The official copy of each policy is located in the School Board Policies Database. These are controlled copies and are available for viewing/printing purposes only. General access to view/print, controlled copies can be obtained by authorized users by contacting the School Board Secretary. Paper copies of the policies may also be obtained from the Open Records Officer.

The Superintendent and Board Policy Committee are designated to continually review existing policies in light of Board actions and in light of revisions to Commonwealth statutes and procedures, and to recommend to the Board such changes as may be desired to maintain the Board official electronic database of policies in a current status.

Each policy printed shall have the following information imprinted on it to avoid using an out-of-date policy:

This online posting is an electronic copy from Springfield School District's manual of currently adopted policies. The policies on this site are for informational purposes only and do not reflect updating activities in progress. It may be used for information and reference purposes only regarding issues of concern. Certified date-stamped copies are available from the District Open Records Officer and are valid for issues of concern within two (2) weeks of the stamped date.

Legal

[24 P.S. 407](#)

[24 P.S. 510](#)

[65 P.S. 67.101 et seq](#)

Pol. 003

Pol. 801