## MAINTENANCE OF POLICIES

It shall be the responsibility of the Superintendent, as directed by the Board, to review the contents of each Board meeting, extract those procedures which were identified as policy adoption by the Board of Education, place such policy in the appropriate form, codify the policy, and direct that it be published on the District's website. This procedure is to be carried out subsequent to each regular Board of Education meeting.

Adopted:date of manual adoptionRevised:November 16, 1988Revised:July 20, 1998

Revised: June 5, 2014

Columbia Schools, Columbia Station, Ohio