

SECTION: COMMUNITY

TITLE: PUBLICATIONS PROGRAM

ADOPTED: February 20, 2001

REVISED:

	<b>902. PUBLICATIONS PROGRAM</b>
1.Purpose	The School District shall employ its best efforts to keep the public informed on matters regarding district policies, finances, programs, personnel, and operations.
2.Authority	The Board will arrange for the release of information to the community and the media on matters of importance through the office of the Public Relations Coordinator.
3.Delegation of Responsibility	<p>The Superintendent may release information of a routine nature to any individual or media representative. Routine matters would include items that have been recorded in the minutes of the Board meetings as well as the activities which occur in the schools on an ongoing basis.</p> <p>All publications, releases and photographs depicting the accomplishments of students and staff of the district shall be reviewed by the Public Relations Coordinator prior to release to any individual or media representative. Law enforcement agents or other governmental officials may request these items from the office of the superintendent by submitting a written request. Parents or guardians will be notified of any such request.</p> <p>The Board shall recognize individual student and staff achievements at its meetings and will share these achievements with the community through a school district newsletter.</p>
School Code 106, 407, 511, 664	