HAMPTON TOWNSHIP SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: PUBLICATIONS PROGRAM

ADOPTED: June 23, 2004

REVISED:

	902. PUBLICATIONS PROGRAM
1. Purpose	The Board believes that all reasonable means should be employed to keep the public informed on matters of importance regarding district policies, finances, programs, personnel and operations.
2. Authority	The administration shall determine which of its official actions have such community impact and interest to warrant special release, and it will release information to the media on matters of importance.
3. Delegation of Responsibility	Matters of a routine nature may be released by the Board Secretary as they have been recorded in the minutes of Board meetings and upon request of media representatives. All publications, releases, photographs and the like depicting the accomplishments of district students and staff may be approved at the discretion of the Superintendent. The responsible district administrator shall direct an information program designed to acquaint the public with the achievements, programs and needs of the schools. The Superintendent or designee shall develop guidelines to be observed in matters of taste, relevance, and individual privacy in the writing and photographing of school publications, including provisions for personal release.
Board Policy 127	