LENAPE TECHNICAL SCHOOL

SECTION: COMMUNITY

TITLE: PUBLICATIONS PROGRAM

ADOPTED: May 21, 2009

REVIEWED: June 16, 2016

902. PUBLICATIONS PROGRAM

1. Purpose	The Joint Operating Committee believes that all reasonable means should be employed to keep the public informed on matters of importance regarding school policies, finances, programs, personnel and operations.
2. Authority	The Joint Operating Committee 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	Upon request of media representatives, matters of a routine nature may be released by the Administrative Director or designee as they have been recorded in the minutes of Joint Operating Committee meetings. All publications, releases, photographs and the like depicting the accomplishments of students and staff must be approved for release by the Administrative Director or designee. The responsible administrator shall direct an information program designed to acquaint the public with the achievements and the needs of the school. Radio and television programs relevant to school information shall be included in the publications program. In regard to the publishing of any written material or photographs, the Administrative Director or designee(s) shall develop guidelines to be observed in matters of taste, relevance, and individual privacy, including provisions for personal releases to be executed by the subjects of any writing or photograph. The Administrative Director or designee are delegated the duty to edit, at their discretion, any published material.