

## **Community Relations**

### **News of Board of Education Meetings and Activities**

The Board of Education believes in the widest possible dissemination of news concerning the school and shall cooperate fully with the press, radio, and television to assure that news coverage is complete, balanced, and accurate.

News releases from the Board of Education shall be given by the Chairperson of the Board of Education, other designated Board of Education members, or by the Superintendent.

Minutes of Board of Education meetings shall be available for public review, in unapproved form, within 72 hours of a Board meeting excluding Saturdays, Sundays, and legal holidays; a written record of Board votes shall be available for public inspection in the Superintendent's office within 48 hours of a Board meeting excluding Saturdays, Sundays, and legal holidays.

### **Advance Releases and Information for Board of Education Meetings**

When possible, the Superintendent shall furnish to reporters agendas and other pertinent information as he/she deems appropriate in advance of Board of Education meetings.

### **Spokesperson for the Board of Education**

The Chairperson of the Board of Education and the Superintendent shall be the only authorized spokespersons for the Board of Education.

No other member of the Board of Education shall issue statements, news releases or other information purporting to represent the views of the Board of Education without clearance from the Board of Education.

### **Recording, Photographing, Broadcasting or Recording for Broadcast of Board of Education Meetings**

Board meetings to which the public has access may be recorded, photographed, broadcast or recorded for broadcast by any person, newspaper, radio broadcasting company or television broadcasting company, subject to the following rules:

1. Any person and/or news media personnel who intends to record, photograph, broadcast or record for broadcast the proceedings of any public meeting of the Board of Education shall provide appropriate identification to the Superintendent, if requested by the Superintendent, prior to said meeting of the Board.

## Community Relations

### News of Board of Education Meetings and Activities

#### Access by News Media Personnel to Board of Education Meetings (continued)

2. Any person, photographer, broadcaster, or news journalist authorized by his/her employer to record, photograph, broadcast or record for broadcast proceedings at a public meeting of the Board of Education and any personnel associated with said photographer, broadcaster or news journalist shall photograph, broadcast, or record for broadcast the proceedings of said meeting as inconspicuously as possible and in such manner as not to disturb the proceedings.
3. If, in the judgment of the Board of Education, the conduct at a Board of Education meeting of any person, photographer, broadcaster, news journalist or any personnel associated with said photographer, broadcaster or news journalist causes such a disruption that the orderly conduct of the public business at such meeting becomes infeasible, access by any one or more of these individuals to the meeting may be limited to the extent necessary to remedy the disruption.

Legal Reference: Connecticut General Statutes

1-225 Meetings of government agencies to be public. Recording of votes. Schedule and agenda of meetings to be filed. Notice of special meetings. Executive sessions. (as amended by P.A. 99-71)

1-226 Recording, broadcasting, or photographing meetings.

Policy adopted: December 16, 1999

MARLBOROUGH PUBLIC SCHOOLS  
Marlborough, Connecticut

## **Community Relations**

### **School News**

School news shall be released through school building and district publications along with releases to newspapers serving the local area.

### **Awards, Scholarships and Special Achievements**

News of awards, scholarships, and special achievements shall be prepared by appropriate staff members and released by the school Principal.

### **Curriculum and Other Reports**

Releases concerning curriculum and curriculum changes shall be prepared by appropriate staff members and released by the school Principal.

### **Routine Announcements**

The Superintendent shall establish channels of communication through which the press, radio, and television will be informed of school lunch programs, bus schedules, or other routine items of interest to students and parents/guardians.

### **Accidents and Emergencies**

News of accidents or emergencies shall be cleared before release with the highest ranking staff member present at the time. News of accidents involving students shall not be released before parents or guardians have been notified.

Subsequent releases or statements concerning accidents or emergencies shall be made by the school Principal.

### **Sports, Athletics**

Sports news shall be prepared and released in a timely manner by the appropriate coach. Game results may be released directly to news media; other information may be submitted to the school principal for his/her release.

### **Special Events**

News of special school events shall be prepared in a timely manner by appropriate staff personnel and submitted to the school Principal for his/her release.