



Central Islip Union Free School District

Board of Education & School District Policy Book

50 Wheeler Rd. | Central Islip | N.Y. | 11722

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<https://www.centralislip.k12.ny.us>

Section	Section Title	Type
1100	Public Information Program	Local
Policy	Policy Title	
1131	News Releases	

Each Building Principal will be responsible for the preparation of news releases concerning the activities within the building, and for reviewing them with the Superintendent of Schools. Copies of all final news releases will be sent to the Office of the Superintendent.

In addition, a monthly newsletter may be prepared and mailed to each resident of the school district. Included in the newsletter will be information regarding school activities, a monthly calendar and prior items of interest to the community. The Board accepts the funding obligation for the necessary staff and production costs.

As an official spokesperson, the Superintendent or his/her designee shall issue all news releases concerning the district. All statements of the Board will be released through the Office of the Superintendent and/or the District Clerk.

Adoption date: January 13, 2009