

SUBJECT: SCHOOL SPONSORED MEDIA

The principal is responsible for the preparation of news releases concerning the activities within the school, and for reviewing them with the Superintendent prior to release. Copies of all final news releases will be sent to the Superintendent's Office.

In addition, a periodic newsletter will be prepared and mailed to each resident of the School District and posted on the District's website. Included in the newsletter will be information regarding school activities, a monthly calendar and other items of interest to the community. The Board accepts the funding obligation for the necessary staff and production costs.

As the 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.

Adopted: 5/11/04
Revised: 10/14/14
Revised: 3/13/18