

POLICY - PUBLIC INFORMATION PROGRAM

4001

North Thurston Public Schools shall strive to maintain effective two-way communication channels with the public. Such channels will enable the Board and staff to interpret the schools' performance needs to the community and provide a means for community members to express their needs and expectations to the Board and staff.

The Superintendent or designee will establish and maintain a communication process within the school system and between it and the community. Such a public information program will provide for a district annual report, news releases at appropriate times, news media coverage of district programs and events, and regular direct communication between individual schools and the community members they serve. The public information program shall also assist staff in improving their skill and understanding in communicating with the public.

Community opinion may be solicited through parent organizations, parent-teacher conferences, open houses and other such events or activities which may bring staff and citizens together. Survey instruments and/or questionnaires may be developed in order to gain a broad perspective of community opinion.

The Board is a nonpartisan public body and will not endorse political candidates. Neither staff nor students shall be asked to disseminate campaign materials from the schools nor will any of the district's facilities or communications services be used to disseminate such material.

The superintendent or designee will identify staff with significant public information responsibilities and establish guidelines for their work. The guidelines will address such matters as authority for making releases and the nature and content of bulletins to parents.

Staff Communications with the Public

Staff share the responsibility for communicating and interpreting the district mission and its policies, programs, goals, and objectives to members of the community. Staff will perform their services and functions to the best of their ability and communicate with members of the community, parents, students, and other staff in a sincere, courteous, and considerate manner. Staff will strive to develop and maintain cooperative school-community relations and to achieve the understanding and mutual respect that are essential to the success of the district. Confidential information about students or other staff will be released only as permitted by law and district policies and procedures.

Public Health Information

The district will post a prominent link on its website homepage and on each school's homepage to information from the Department of Health that addresses

substance use trends; overdose symptoms and response; and the secure storage of prescription drugs, over-the-counter medications, and firearms and ammunition.

To keep students, families, and community members informed about available health resources, the district will make the information described above from the Department of Health accessible through internet-based communications and through digital and nondigital communications. The district will post this information at least twice each school year.

Collection of Disciplinary Data

The district will collect data on student disciplinary actions taken in each school, and the information will be available to the public on request. This information may not be personally identifiable, and shall not include a student’s name, address or social security number.

District Annual Reporting

Throughout each year, the Superintendent or designee will prepare and present to the Board reports on the activities of the district and the administration’s recommendations for improvement of student learning and district operations.

Adopted:	November 18, 1985	North Thurston School District Board of Directors
Amended:	June 22, 2010	North Thurston Public Schools Board of Directors
	January 11, 2017	Board President/Vice President
	August 12, 2025	NTPS Board of Directors