Central Greene School District

Section COMMUNITY

Title PUBLICATIONS PROGRAM

CENTRAL GREENE SCHOOL DISTRICT

Date Adopted October 21, 1981

Guide		Reference

902. PUBLICATIONS PROGRAM

1. Purpose

The Board believes that all reasonable means should be employed to keep the public informed on matters of importance regarding district policies, finances, programs, personnel and operations.

2. Authority

The Board will determine which of its official actions have such community impact and interest to warrant special release; it will arrange for release to the media information on such matters of importance. Matters of a routine nature may be released by the Superintendent as they have been recorded in the minutes of the Board meetings and upon request of media representatives. All other publications, releases, photographs and the like, depicting the accomplishments of the pupils and the staff of the district, may be approved at the discretion of the Superintendent.

3. Delegation of Responsibility

The responsible district administrator shall direct an information program designed to acquaint the public with the achievements and the needs of the schools, and which shall include as a minimum

- A district newsletter containing such information as school policies, financial considerations, educational programs, personnel profiles, and calendar reminders. This publication will be issued periodically and will be distributed to all residents.

- Other publications, including school newspapers, yearbooks, curriculum bulletins from individual schools, employe handbook(s), and student handbook(s).

- News releases and photographs of school activities for publication, including provisions for personal release by subjects of photographs; and

- Radio and television programs of school information and pupil performance.

The Superintendent will develop guidelines to be observed in matters of taste, relevance, and the observation of individual privacy in the writing and photographing of these publications, such guidelines will contain provisions for personal release, where necessary.

School Code

SS 106, 407, 511, 664