

# UNITED SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: PUBLICATIONS PROGRAM

ADOPTED: October 13, 2008

REVISED:

| 902. PUBLICATIONS PROGRAM       |  |
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| 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 shall determine which of its official actions have such community impact and interest to warrant special release, and it will release information to the media on matters of importance.   |
| 3. Delegation of Responsibility | <p>Matters of a routine nature may be released by the Superintendent or designee as they have been recorded in the minutes of Board meetings and upon request of media representatives.</p> <p>All publications, releases, photographs and the like depicting the accomplishments of district students and staff may be approved at the discretion of the Superintendent or designee.</p> <p>The responsible district administrator shall direct an information program designed to acquaint the public with the achievements, programs and needs of the schools. The information program shall include as a minimum:</p> <ol style="list-style-type: none"><li>1. District newsletter.</li><li>2. District activities calendar.</li><li>3. Board policies.</li><li>4. Financial information.</li><li>5. Educational programs for parents/guardians and community.</li><li>6. Personnel profiles.</li><li>7. Assessment results.</li></ol> |
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8. Superintendent's annual report.
9. School newspaper.
10. Yearbook.
11. Educational reports.
12. Student handbook(s).
13. Parent handbook.
14. Newspaper features.
15. District web site.
16. Radio and television programs of school information shall be included in the publications program.

The Superintendent or designee shall develop guidelines to be observed in matters of taste, relevance, and individual privacy in the writing and photographing of school publications, including provisions for personal release.

References:

School Code – 24 P.S. Sec. 510

Board Policy – 127

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