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Policy 9120 PUBLIC INFORMATION PROGRAM

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

The Board will determine which of its official actions have sufficient community impact and interest to warrant special release. The Superintendent may release information regarding Board actions of lesser importance as they have been recorded in the minutes of the Board meetings and upon the request of media representatives. The release of all other publications, photographs, and documents depicting the accomplishments of the pupils and staff of the district shall be approved by the Superintendent or designee.

The Communications Coordinator shall direct an information program designed to acquaint residents of the community and the public generally with the achievements and the needs of the schools. Every effort shall be made to foresee and avoid problems caused by misunderstanding or lack of information.

Notices, publications, and other written materials will be prepared in languages other than English when necessary and appropriate for understanding.

The Superintendent or designee shall develop guidelines governing taste, relevance, and the protection of privacy in the preparation of district publications.

Adopted: 11 June 1997