

PUBLIC INFORMATION PROGRAM

It will be the responsibility of each Board member, as well as each employee of the district, to exercise care when answering questions about the public schools. Individuals should answer a question only when they have full and complete understanding of the point about which they have been asked. If the employee is not well versed, he/she should refer the individual to his/her immediate superior or to any other district official who would have the correct answers.

When making statements about the operation of the schools, all employees will be held responsible for the accuracy and correctness of the information disseminated, and each individual will be responsible for complying with the policies & regulations of the Board.

The financial records, the official Board minutes and any other record pertaining to the business operation of the district schools are public records and are open to any citizen, legitimate representatives of the press, radio, television and any other public media whose purpose is to disseminate general news and information.

1. The superintendent will be the representative of the Board to the news media.

When the superintendent, or any district employee speaks for the Board, it will be the individual's responsibility to exercise caution and care that every statement made is true and accurate and in harmony with the general policies, rules and regulations of the Board. It will be the responsibility of every employee to endeavor by all of his/her activities and statements to create a feeling of goodwill, friendliness and confidence in the district public schools on the part of all parents and patrons of the district.

The Board encourages a policy of sound relations with the press and other communications media in the community and surrounding geographical area. The superintendent will plan for periodic releases to the press and other communication media, which will provide information to the community concerning its schools and various phases of the school program.

The superintendent is directed to deliver notices of meetings and meeting agendas to the representatives of the media who request delivery; at the same time such notices and agenda are delivered to the members of the Board. Copies of the agenda will be available to the public at the administration center, on the district website, and in the boardroom during the meeting.

(ADOPTION DATE: March 14, 1983)
(REVISION DATE: April 13, 2004)
(REVISION DATE: June 23, 2008)