

## **PUBLIC INFORMATION PROGRAM**

The superintendent, as a representative of the district, is given the responsibility of informing the public as to the purpose, goals, methods, and progress of the educational program. Accuracy, reliability, and leadership in this area will develop confidence and understanding, thereby creating better relationships between the school district and the community. All school personnel are responsible for good public relations.

Therefore, all written notices, bulletins, newsletters, and matters pertaining to students are to be submitted to the principal prior to release. A copy of all information being sent from the buildings will be supplied to the superintendent.

The athletic director will be responsible for keeping the patrons advised of schedules of events and athletic activities. Copies of all such schedules will be submitted to the superintendent.

Matters that pertain to the district and all information that is to be submitted to the newspaper or other public informational system will be submitted to the superintendent prior to release.

As the chief executive officer of the board, the superintendent will keep the board informed on school business, problems, events, activities, etc. All information that is to be presented to the board should be channeled through the superintendent's office.

Non-school-originated material of a commercial, political, or religious nature shall not be disseminated. Notices from community organizations, such as Camp Fire Girls, Boy Scouts, PTA, etc., that directly effect the children of the district may, at the discretion of the principal, be forwarded to parents via the students.

This policy is not intended to interfere with the responsibility of district personnel to communicate with the parents or legal guardians of a particular student. It is intended to insure that prompt, reliable, and accurate information is provided to parents and patrons of this district.