

# POLICY

1993

3120

Community Relations

## **SUBJECT: SCHOOL SPONSORED MEDIA**

The principal of each instructional unit is responsible for the preparation of news releases concerning the activities within that unit, and for reviewing them with the Superintendent. Copies of all final news releases will be sent to the Superintendent's Office prior to release to the media.

In addition, a periodic newsletter may be prepared and mailed to each resident of the School District. Included in the newsletter will be information regarding school activities, a calendar and other items of interest to the community. The Board accepts the funding obligation for the necessary staff and production costs.

All news releases concerning the District will be released by the Office of the Superintendent or his/her designee.

All statements of the Board will be released through the Office of the Superintendent and/or the Clerk of the Board of Education.