

SECTION: COMMUNITY

TITLE: PUBLICATIONS PROGRAM

ADOPTED: February 8, 1999

REVISED:

PENN MANOR SCHOOL DISTRICT

902. PUBLICATIONS PROGRAM	
1. Purpose	<p>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.</p> <p>The Board realizes the obligation it has to the citizens of the district in the area of public information services. A well-informed citizenry is a vital facet of any educational program.</p>
2. Delegation of Responsibility	<p>The Board directs all instructional personnel to establish and maintain lines of communication with parents not only keeping them advised of school operation, but soliciting their advice on relevant matters.</p> <p>Teachers shall report through the Public Relations Coordinator any newsworthy information which may result in press releases. Any information which has districtwide impact shall be channeled and released through the Superintendent's office.</p>
3. Guidelines	<p><u>Communications from the School</u></p> <p>The Superintendent shall prepare and disseminate to the public, information which reflects the official position of the Board concerning matters acted upon by the Board.</p> <p>Except for statements made and adopted by the Board, or recommended by the Superintendent and approved by the Board, no administrator, teacher, or other employee of the school district shall purport to represent the official point of view of the school system in public communication. Such Board member, administrator, teacher, or other employee may give his/her opinion on matters as s/he desires, but s/he shall not state that such is the position of the Board.</p>

<p>School Code 106, 407, 511, 664</p>	<p><u>Material or Information Release</u></p> <p>Each member of the administrative staff shall be responsible for any material or information which s/he may release or cause to be released to the public. It shall, therefore, further be the responsibility of any such staff member to obtain proper administrative clearance for any such public distribution or release.</p> <p>Within the limitations of the annual budget the administration shall prepare for distribution:</p> <ol style="list-style-type: none">1. A newsletter to be distributed three (3) or four (4) times each year to parents and other interested patrons of the school district.2. A budget book that would set forth the general philosophy of the school district, the education plan and the budgetary requirements of the district.3. A publication of an abbreviated financial report which would interpret to the public how the school district managed its finances during the completed school term.
---	---