

SECTION: COMMUNITY

TITLE: PUBLICATIONS PROGRAM

ADOPTED: September 13, 2010

REVISED:

PENN MANOR SCHOOL DISTRICT

	<p style="text-align: center;">902. PUBLICATIONS PROGRAM</p> <p>1. Purpose 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>2. Authority The Board shall determine which of its official actions have such community impact and interest to warrant special release, and it will release information to the media on matters of importance.</p> <p>3. Delegation of Responsibility The Board directs all employees to establish and maintain lines of communication with parents/guardians not only keeping them advised of school operation, but soliciting their advice on relevant matters.</p> <p>Employees shall report through the Community Relations Coordinator any newsworthy information which may result in press releases.</p> <p>Any information which has district-wide impact shall be channeled and released through the Community Relations office.</p> <p>4. Guidelines <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 employee of the school district shall purport to represent the official point of view of the school district in public communication. Such Board member or 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>
--	--

Material Or Information Release

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.

Within the limitations of the annual budget the administration shall prepare for distribution:

1. A newsletter to be distributed two (2) to four (4) times each year to parents/guardians 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.

The Superintendent or designee shall develop guidelines to be observed in matters of taste, relevance, and individual privacy in the writing and photographing of school publications, including provisions for personal release.

References:

School Code – 24 P.S. Sec. 510, 511

Board Policy – 007, 105, 106, 127, 801, 803