

# PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: August 19, 2013

REVISED:

## 902-AR-0. PUBLICATIONS PROGRAM

The Superintendent or designee will be responsible for directing an information program designed to acquaint district residents with the achievements, programs, activities and needs of the schools.

The district's publications program may include the following:

1. Student handbooks.
2. District newsletter.
3. School newsletters.
4. Annual calendar approved by the Board.
5. District activities calendar.
6. Selected Board policies and administrative regulations.
7. Financial information.
8. Listing of educational programs and services provided by the district.
9. Parent/Guardian information packets.
10. Information brochures for use by local realtors.
11. Assessment results.
12. School newspaper.
13. Yearbooks.
14. Educational reports.
15. Employee handbooks.
16. Newspaper articles and features.

17. District website.

18. School and teacher websites.

19. Radio and television programs and video broadcasts of district and school information.

20. Broadcasts of Board meetings.

The Superintendent or designee will monitor the content and presentation of district publications for expected standards in quality, taste, relevance and respect for individual privacy.

The Superintendent or designee will ensure that students who are featured in photographs published by the district will receive, complete and return a Publicity Release Form.