

Procedure - Public Information Program

The superintendent or designee will authorize the release of public information when the covered topic involves the district or district school or department . The following procedure relates to the public information program:

- A. Media representatives will be supplied factual information;
- B. Media representatives should be kept informed on programs so that any reporting will be done based on a complete and accurate overview;
- C. Students should be informed that they have the right to deny an interview or photograph. A release form signed by a parent will be obtained before allowing an individual to photograph and conduct an interview that would “single out” any special education student or identify a student whose parents have signed a form to withhold directory information;
- D. All media representatives contact the district communications department and/or building principal or department director to secure permission or arrange for an interview with students or staff. They must report to the building office for identification and authorization before going to any part of the building or contacting any individual; and
- E. Staff members will secure authorization from the district communications department or principal or department director before contacting the media on behalf of the school or district. This will not preclude a staff member from contacting the media as a private individual.

Annual District Report

The annual district report will include but not be limited to:

- A. A summary of the student performance towards state standards;
- B. Results of district-wide efforts toward strategic plan objectives

Adoption Date: **8.98**

Classification:

Revised Dates: **3.12; 12.23**