

# NORTHERN LEBANON SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: PUBLICATIONS PROGRAM

ADOPTED: May 12, 1987

REVISED:

<p>1. Purpose</p> <p>2. Authority</p> <p>3. Delegation of Responsibility</p> <p>School Code 106, 407, 511, 664</p>	<p style="text-align: center;">902. PUBLICATIONS PROGRAM</p> <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 will determine which of its official actions have such community impact and interest to warrant special release; it will arrange for release to the media information on such matters of importance. Matters of a routine nature may be released by the Superintendent as they have been recorded in the minutes of the Board meetings and upon request of media representatives. All other publications, releases, photographs and the like, depicting the accomplishments of the pupils and staff of the district, may be approved at the discretion of the District Public Relations Coordinator, or program supervisor.</p> <p>The responsible district administrator shall direct an information program designed to acquaint the public with the achievements and the needs of the schools, and which shall include as a minimum a district newsletter.</p> <p>This publication will be issued on a regular basis and will be distributed to all residents and staff members.</p> <p>Other publications including: school newspapers, yearbooks, educational reports, employee handbook(s), student handbook(s), parent handbook(s).</p> <p>News releases and photographs of school activities for publication.</p> <p>Radio and television programs of school information.</p> <p>The Superintendent will develop guidelines to be observed in matters of taste, relevance, and the observation of individual privacy in the writing and photographing of these publications.</p>
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