

MIDDLETOWN AREA SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: PUBLICATIONS PROGRAM

ADOPTED: October 14, 1991

REVISED:

902. PUBLICATIONS PROGRAM	
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.
2. Authority	<p>The Board will determine which of its official actions have such community impact and interest to warrant special release; and it will arrange for release to the media information on such matters of importance.</p> <p>Matters of a routine nature may be released by the Board Secretary as they have been recorded in the minutes of the Board meetings and upon request of media representatives.</p>
3. Delegation of Responsibility	<p>All 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 Superintendent or a designee.</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 issued on a regular basis and distributed to all residents and staff members.</p>
4. Guidelines	<p>Other publications may include:</p> <ol style="list-style-type: none"> 1. The Superintendent's annual report. 2. School newspapers. 3. Yearbooks. 4. Curriculum bulletins from individual schools. 5. Educational reports.

<p>School Code 106, 407, 511, 664</p>	<ol style="list-style-type: none">6. Employee handbook(s).7. Student handbook(s).8. Parent handbook(s). <p>News releases, photographs of school activities for publication, and radio and television programs of school information may be included in the publications program.</p>
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