

Community Relations

Public Information Program Procedures

Staff Communication - Media Events

The Superintendent or designee will authorize the release of information when any topic being covered involves more than one building. 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 the program 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 a media interview or photograph;
- D. All media representatives 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 Communications Director before contacting the media on behalf of any school or district. This will not preclude a staff member from contacting the media as a private individual.

Public Health Information

To keep students, families, and community members informed about available health resources, the district will make public information described in the policy, from the Department of Health accessible through internet-based communications (like the district's social media accounts) and through digital and nondigital communications. The district will post this information at least twice each school year.

Annual District Report

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

- A. A summary of student performance towards state standards;
- B. Results of district-wide achievement testing; and
- C. Budget information, including student enrollment, classroom staff, support staff, administrative staff, and special levy expenditures.

Revised Date: October 25, 2023