

**PUBLIC INFORMATION PROGRAM**

The board intends to keep the people of the school community informed of the affairs of the district. To achieve its goals for good school-community relations and maintenance of open two-way channels of communication with the public, the board authorizes the superintendent to:

1. Prepare or guide the preparation of informational materials including the annual report, newsletters, articles for periodicals, newspapers and/or radio releases, special pamphlets and other assigned material, and to maintain close liaison with news media and publicity organizations.
2. Support administration and faculty in arranging speaking engagements with civic, PTA, church, and other groups on school-related topics.
3. Provide staff members with assistance for preparation of material for community and staff distribution (handbooks, information leaflets, etc.).
4. Assist in coordinating work with civic and other groups which support the school system.

ADOPTED: June 3, 2002