



Every Student Matters, Every Moment Counts

Morton School District #214

PO Box 1219

Morton, WA, 98356

P: 360-496-5300 F: 360-496-5399

www.morton.k12.wa.us

Morton Jr/Sr High School

152 Westlake Avenue

P: 360-496-5137 F: 360-496-6035

Morton Intermediate School

152 Westlake Avenue

P: 360-496-5137 F: 360-496-6035

Morton Elementary School

400 Main Avenue

P: 360-496-5143 F: 360-496-0327

Policy: 4000P Public Information Program Procedure

Section:

- ☐ 0000 Planning ☐ 1000 Board of Directors ☐ 2000 Instruction ☐ 3000 Students ☒ 4000 Community Relations ☐ 5000 Personnel ☐ 6000 Management

Public Information Program

Principals are encouraged to initiate media coverage of their school programs and activities. The superintendent will authorize the release of information when the topic being covered involves more than one building. The following guidelines relate to the public information program:

- A. Media representatives will be supplied factual information with the request that they not publish or broadcast any facts which are injurious to staff or students or which would serve no constructive purpose.
- B. Media representatives should be kept fully informed on all aspects of the program so that any reporting will be done on the basis of 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 secured 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. During regular school hours, 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.
- E. Staff members will secure authorization from the principal before contacting the media on behalf of the school. 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. Criteria used for staff evaluations;
- B. A summary of the student performance towards Washington State Essential Learning Requirements;
- C. Results of district-wide achievement testing;
- D. Budget information, including student enrollment, classroom staff, support staff, administrative staff, and special levy expenditures.

Date: 08.15.98; 12.23

The Morton School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: Jenna Haselwood, P.O. Box 1219, Morton, WA 98356; (360) 496-5137 (Title IX); Tami Muth, P.O. Box 1219, Morton, WA 98356; (360) 496-5143 (ADA Coordinator/Compliance Coordinator for 28A.640 and 28A.642); Becky Brooks, P.O. Box 1219, Morton, WA 98356; (360) 496-5137 (Section 504); Jenna Haselwood, P.O. Box 1219, Morton, WA 98356; (360) 496-5137 (Harassment, Intimidation and Bullying Compliance Officer)