

Public Information Program Procedure 4001P

The superintendent or designee will initiate media coverage of district programs and activities. The following guidelines relate 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 an interview or photograph. A release form signed by a parent will be obtained 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. 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 superintendent or designee 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. A summary of the 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.

Adopted: 03.13.06

Revised: 08.11 | 09.25.23