

821.1-Rule GUIDELINES FOR SCHOOL INFORMATION RELEASES

All information releases concerning the school system, except reports of athletic games and information concerning the operation of a particular school, shall be cleared through the office of the superintendent.

The principal is responsible for the preparation and distribution of information releases concerning the activities within his/her building and for seeing that they are cleared with the central office, when necessary.

1. Administrators, teachers and other staff members are encouraged to write up school news, but such articles must be coordinated centrally to avoid duplication of material and to maintain consistency with respect to school publicity.
2. A file of information releases shall be compiled as a protective measure.

APPROVED: November 11, 1974

REVISED: June 17, 2002