

MANHEIM CENTRAL SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: PUBLICATIONS PROGRAM

ADOPTED: May 23, 1995

REVISED: July 15, 1997

902. PUBLICATIONS PROGRAM	
1. Purpose	The Board believes that all reasonable means should be employed to keep the public informed on matters of importance regarding district policies, finances, programs, personnel and operations.
2. Authority	The Board will determine which of its official actions have such community impact and interest to warrant special release; and it will arrange for release to the media information on such matters of importance.
3. Delegation of Responsibility	<p>Matters of a routine nature may be released by the Board Secretary as they have been recorded in the minutes of the Board meetings and upon request of media representatives.</p> <p>All publications, releases, photographs and the like, depicting the accomplishments of the pupils and staff of the district may be approved at the discretion of the Superintendent.</p> <p>The responsible district administrator shall direct an information program designed to acquaint the public with the achievements and the needs of the schools.</p> <p>Additionally, the Board will authorize the publication of a periodic newsletter which will be sent to every household in the community. This newsletter will include pertinent and timely information relative to the total operation of the school district. The Board will employ an editor to oversee the development of newsletter stories and features. The newsletter editor will be under the direct supervision of the Superintendent and will develop a schedule of publications through the office of the Superintendent.</p>