



**NORTH ALLEGHENY
SCHOOL DISTRICT**

SECTION:	COMMUNITY
TITLE:	PUBLICATIONS PROGRAM
ADOPTED:	2/24/16
REVISED:	

902 - PUBLICATIONS PROGRAM

Section 1. Purpose

The Board believes that all reasonable means should be employed to keep the public informed on matters of importance regarding Board policies and District finances, programs, personnel, and operations.

Section 2. Authority

The Board shall determine which of its official actions have such community impact and interest to warrant special release, and it will release information to the media on matters of importance.

Section 3. Delegation of Responsibility

- a. Matters of a routine nature may be released by the Superintendent or designee as they have been recorded in the minutes of Board meetings and upon request of media representatives.
- b. All publications, releases, photographs, and the like depicting the accomplishments of District students and staff shall be approved at the discretion of the Superintendent or designee.
- c. The Superintendent or designee shall direct an information program designed to acquaint the public with the achievements, programs, and needs of the schools. The information program shall include as a minimum:
 - 1. District newsletter
 - 2. District activities calendar
 - 3. Board policies
 - 4. Financial information
 - 5. Educational programs for parent(s)/guardian(s) and community

Pol. 803

Pol. 007, 801

6. Building-level and special interest newsletters
 7. Assessment results
 8. Student publications such as newspapers and yearbooks
 9. Employee handbook
 10. Student handbook
 11. Newspaper features
 12. District website
- d. The Superintendent or designee shall develop guidelines to be observed in matters of taste, relevance, and individual privacy in the writing and photographing of school publications, including provisions for personal release.

References:

School Code – 24 P.S. Sec. 510, 511

Board Policy – 007, 801, 803

Replaces Policy:

4110