

**School District Media**

The Principal of each building is responsible for the preparation of news releases concerning the activities within that building, and for final approval by the Superintendent or designee prior to release. Copies of all final news releases will be sent to the Superintendent's Office.

In addition, a periodic newsletter may be prepared and mailed to each resident of the School District. Included in the newsletter will be information regarding school activities, a monthly calendar and other items of interest to the community. The Board accepts the funding obligation for the necessary staff and production costs.

As the official spokesperson, the Superintendent or his/her designee shall issue all news releases concerning the District. All statements of the Board will be released through the Office of the Superintendent and/or the District Clerk.

Education Law Sections 1501-b(1)(a), 1501-b(1)(b), and 1709(22)  
Real Property Tax Law Section 467

Adoption Date:           October 9, 2012