

MEDIA ORIGINATING WITH DISTRICT

Materials for system-wide distribution will be developed in the District Office and carry the approval of the Superintendent. Copies of such materials will be given to Board members, unless of a routine nature.

The principal of each school is responsible for routine school announcements to parents such as those concerning school activities, holidays, student programs, parent club meetings, etc. The principal will route informational copies to appropriate personnel in the District Office as needed and will keep a file copy of all such releases for needed future reference.