

## R 9120 PUBLIC INFORMATION PROGRAM

### A. Standards of Presentation

1. Material released in the district's public information program should:
  - a. Be factual, topical, newsworthy, and consistent with the educational goals adopted by the Board of Education;
  - b. Represent the activities at all grade levels, subject areas, and schools and not favor one school population or activity over another;
  - c. Strive to interpret the educational program to the lay public and avoid the use of professional terminology; and
  - d. Present an integrated district-wide picture of district-wide programs rather than fragmented information.
2. Information regarding an individual student, other than information classified as directory information in Policy ~~N~~ 8330, shall be released only with the express written permission of the student's parent(s) or legal guardian(s) or the adult student. Student "information" includes verbal and photographic material, whether or not the student depicted is individually identified. Directory information regarding an individual student may be released only if the student's parent(s) or legal guardian(s) or the adult student has not prohibited its release in accordance with Policy ~~N~~ 8330.

### B. Preparation of Information for Public Distribution

1. Information will be released in a systematic manner to avoid confusion and misunderstanding.
2. Information planned for general public consumption should first be reviewed by interested district employees.
3. News bulletins issued by individual schools or departments within the district must identify the issuing school or department as a part of the school district. Thus, all letterheads, bulletins, and publications must carry the full name of the Randolph Board of Education.



4. The Principal of each school will prepare, submit to the Superintendent's office for approval, and post online the following public information publications.
    - a. A student handbook will be available to each student enrolled in the school or to the student's parent(s) or legal guardian(s). The handbook may include, as appropriate to the grade levels in the school:
      - (1) The organization of the school;
      - (2) Rules for student conduct;
      - (3) Student rights and responsibilities;
      - (4) Information about school operations, health services, attendance, emergency closings, and the like;
      - (5) Descriptions of student activities and programs;
      - (6) The student grievance procedure; and
      - (7) Academic requirements.
    - b. A calendar of school events will be available on the district website to all students, parent(s) or legal guardian(s), and staff members.
    - c. As appropriate to the grade levels of the school, a listing of course offerings and requirements will be available on the district website to all parents or legal guardians and students.
    - d. Programs for specific performances and athletic contests will be available on the district website.
- C. Release of Information to the Press
1. In accordance with Policy ~~No.~~ 9120, information determined by the Board to be of particular community impact and interest will be released to the press only by the Board.



# REGULATION

## RANDOLPH BOARD OF EDUCATION

COMMUNITY  
R 9120/page 3 of 4  
Public Information Program

2. Information regarding Board actions of lesser importance may be released to the press by the Superintendent or designee.
3. Information regarding the activities of the schools and of individuals in the schools may be released to the press on the approval of the Superintendent or designee.
4. All inquiries from members of the press will be referred to the Superintendent or designee for response. A staff member who is requested to give an interview to a member of the press shall so inform the Superintendent or designee, who may request to be present at the interview.
5. In the event of an unusual development in the school district that arouses substantial public interest, the Superintendent or designee will accommodate the needs of the press by establishing a temporary press center.
  - a. An area to reasonably facilitate the tasks of reporters and photographers may be designated.
  - b. Members of the press will be directed to gather in the designated area, where they will hear and may question the district's spokesperson.
  - c. All information about the unusual development will be relayed through the designated district spokesperson, who should be given direct access to the information and people necessary to the gathering of accurate data.
  - d. School officials who are asked to give statements to the press regarding the development should seek the assistance of the Superintendent in drafting their statements.

### D. Displays

1. Displays of the accomplishments of district students and the results of educational programs may be placed in locations that afford a high level of public visibility, such as in local commercial establishments, municipal offices and online.



# REGULATION

## RANDOLPH BOARD OF EDUCATION

COMMUNITY  
R 9120/page 4 of 4  
Public Information Program

Adopted: 15 January 2013  
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