

PUBLIC INFORMATION PROGRAM REGULATION*Responsibilities of Procedures for District Communications*

1. Negotiations - Any questions on the status or content of district negotiations shall be referred to the district spokesperson, the Assistant Superintendent for Curriculum and Instruction and/or the Board spokesperson.
2. Other district operations

A. Crises

1. Building and Grounds - the Director of Transportation and Administrative Services shall be notified and he/she shall notify the Building Principal and the Assistant Superintendent for Administration who shall decide whether to notify the Superintendent and the Board.
2. Transportation - the Director of Transportation and Administrative Services shall be notified and he/she shall notify the Building Principal and the Assistant Superintendent for Administration who shall decide whether to notify the Superintendent and the Board.
3. If the Director of Transportation and Administrative Services cannot be notified by the person discovering or reporting a crisis, that person shall notify the Building Principal and the Assistant Superintendent for Administration.
4. Interscholastic Athletics - the person reporting the problem shall notify the Director of Athletics who shall notify the Building Principal. If the Director of Athletics cannot be contacted, the Building Principal shall be notified directly. The Building Principal and the Director of Athletics shall determine if it is necessary to contact the Assistant Superintendent for Curriculum and Instruction.

B. Budget

Questions on the budget shall be directed to the Superintendent who shall answer directly if possible or after securing the appropriate information.

C. Legislation

The legislative committee shall prepare information for distribution to the media and for the community regarding the task force's work, proposed legislation and its effects on the district, and contacts with legislators.

3. *Procedures for Contacting the Media*

- a. On all items appropriate to radio stations and/or newspapers, copy will be prepared and distributed by the Superintendent's office and/or individual schools to designated radio stations and newspapers.
- b. In addition, special items may be released to non-designated radio stations and newspapers.

The Board's Calendar of Meetings and Agendas and the Legislative Committee's actions shall be regularly released to the media.

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