

Windham School District	KDA
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PUBLIC INFORMATION PROGRAM

The Board will do its best to keep the people informed of the affairs of the district. To achieve its goals for good school-community relations and maintenance of open two-way channels of communication with public, the Board authorizes the Superintendent to:

1. Prepare or guide the preparation of informational materials including the annual report, newsletters, articles for periodicals, newspapers and/or radio releases, School District web sites, special pamphlets and other assigned material, and to maintain close liaison with news media and publicity organizations.
2. Organize or assist in development of speakers' bureaus and speaking engagements with civic, PTA, church and other groups.
3. Provide staff members with assistance for preparation of material for community and staff distribution (handbooks, information leaflets, etc.).
4. Assist in coordinating work with civic and other groups that support the school system.

Legal References:

Windham School Board	Policy Code: KDA
Revised: July 1998 Revised: November, 1999 Approved: March, 2004	