

**Staff Communications Responsibility**

Staff share the responsibility for communicating in a positive manner and for interpreting district programs, goals, and objectives to members of the community. Staff shall strive to develop and maintain cooperative school-community relations and to achieve the understanding and mutual respect that are essential to the success of any organization. Staff shall perform their services and functions to the best of their ability and shall deal with members of the community, parents, students, and other staff in a sincere, courteous, and considerate manner.

Confidential information about students or staff shall be released only as permitted by statute and district policy and procedures.

1. All school personnel having school news for publication are encouraged to present written information to their principal or immediate supervisor. The communications office requests that it receive a copy of all items going out for publication in case of media inquiry and for district record keeping.
2. Exceptions to this policy pertain to athletic events. Information about athletic teams and reports and scores of games may be given to the news media by the principal or such persons as she/he may designate.

If a school or department has an immediate communications need and the communications officer is unavailable, a designated representative may contact the media with the principal's permission.

The board directs the superintendent to prepare appropriate regulations to implement this policy.

**Cross References:**

(cf.: 2151 – Co-Curricular Activities)

(cf.: 2153 – Interscholastic and Middle School Athletics)

(cf.: 4000 – Community Relations Goals)

(cf.: 4100 – Confidential Communications)

(cf.: 4120 – Public Information Program)

**Adoption Date:**

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