

Community Relations

Coverage of Board of Education Meetings

The Board of Education believes in the widest possible dissemination of news concerning the school and shall cooperate fully with the press, radio and television to assure that news coverage is complete, balanced and accurate.

Reporters shall be welcome at all regular meetings of the Board of Education and shall always have access to the Board's written policies and regulations.

Legal Reference: Connecticut General Statutes

1-21 Meetings of government agencies to be public.....

1-21a Recording, broadcasting or photographing meetings

1-21i Denial of access of public records or meetings. Appeals. Notice. Orders. Civil penalty. Service of process upon commission

Policy adopted: January 13, 2003

EAST HAMPTON PUBLIC SCHOOLS
East Hampton, Connecticut

Community Relations

School News Releases

Publicity regarding school matters shall be released to the press through the Chairperson of the Board of Education, the Superintendent of Schools or individuals as they may designate.

The Board of Education encourages news coverage emphasizing efforts of the school and student body to reach toward higher levels of excellence.

News of awards, scholarships and achievements may be released at any time by the Superintendent or such staff members as he/she may designate.

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School News Releases

A public information program which provides planned, systematic communication with the public is the best insurance against needless misunderstanding and misinterpretation. The news media, which seeks information on behalf of the public, should, therefore, be informed of activities within the school system. A program of routine news releases is maintained for this purpose.

Clearance: News releases may not be issued directly by staff members. All information must clear through the Principal's office and Superintendent's office to ensure that proper approval is obtained, that information is released to all appropriate media and that the content and format are in keeping with standards set by the East Hampton School System.

Timed releases: "Timed releases" include the announcement of activities which will take place on a specific date such as workshops and conferences. Timed releases are provided to the news media on an appropriate date prior to the announced activity.

One week prior to the "timed" event or activity, the staff member in charge should see that the appropriate "who, what, where and when" is sent to the Principal's office and Superintendent's office. Administrators or staff members in charge will receive draft copies of the proposed release for approval. Any additions or corrections should be communicated directly to the Principal's office and the Superintendent's office. Failure to respond to the draft copy indicates that the release meets the approval of the administrator or staff member.

Weekly releases: Weekly releases are those which have no specific date which they must be released. These news releases would include such topics as innovative programs, new educational developments and statistical information. Administrators are responsible for providing the Superintendent's office with information for weekly news releases.

Information for weekly news releases should be sent to the Principal's office and the Superintendent's office. Approval copies of the news releases prepared by those offices will be sent to staff. Any changes, additions or corrections should be communicated to the Principal's office and Superintendent's office immediately upon receiving the approval copy.