

## **SCHOOL-COMMUNITY RELATIONS/PUBLIC INFORMATION PROGRAM**

It will be the responsibility of each School Committee member, as well as each employee of the schools, to exercise care when answering questions about the Duxbury Schools. Individuals should answer a question only when they have full and complete understanding of the point about which they have been asked. If the employee is not well versed, he/she should refer the questioner to an administrator who would have the correct answers.

The financial records, School Committee minutes, and any other record pertaining to school business operations are public records and thereby open to any citizen or legitimate public media representatives whose purpose is to disseminate general news and information.

1. The Chairman and Superintendent or designee will be the representatives of the Committee to the press, radio, and television.
2. The Business Manager may represent the schools with reference to business affairs.
3. Each Principal and the Assistant Superintendent will be the official spokesperson for the activities and instructional program of his/her particular school or responsibility.

When the Superintendent or any school personnel speak for the Committee, it will be the individual's responsibility to exercise caution and care that every statement made is a true and accurate one and consistent with the general policies, rules and regulations of the Committee. It will be the responsibility of every employee to endeavor by all of his/her activities and private statements to create a feeling of goodwill, friendliness, and confidence in the Duxbury Public Schools on the part of all parents and citizens.

The Committee encourages a policy of sound relations with the press and other communications media in the community and surrounding area. The Superintendent will plan for periodic releases to the press and other communications media, which will provide information to the community concerning its schools.

Copies of the agenda memorandum prepared for School Committee use will be available to the public at the Superintendent's office.