

Pittsfield School District

PUBLIC INFORMATION PROGRAM

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

1. Prepare or guide the preparation of informational materials, including the annual report, newsletters, articles for periodicals, newspaper and/or radio releases, special pamphlets and other informational material, and to maintain close liaison with news media and publicity organizations.
2. Provide staff members with resources for preparation of material for community and staff distribution to include but not be limited to the district website, handbooks, newsletters, informational leaflets, etc.
3. Assist in coordinating communications with civic and other groups in the community and which support the district's students and schools.

The Board expects that "affairs of the district" will include, but not be limited to, school performances, student progress, learning strategies, and academic opportunities.

The Board also recognizes that some types of school events require timely notification to families. Such events include, but are not limited to, occasional events, such as school closings due to weather conditions or the rescheduling of a concert or athletic contest. Such events also include emergency events, such as a threats to student or school safety.

In all situations requiring general notification of parents and families of such events, the Board directs the school administration to make every effort to provide notification in a timely manner. In the case of continuing events, the Board directs the school administration to provide updates at reasonable intervals. Finally, the Board directs the school administration to consider making joint notification with other agencies, such as the Pittsfield Police or Fire Departments, when the district collaborates with external agencies to provide notification of emergency or other usual events.

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