

# CARBON CAREER & TECHNICAL INSTITUTE

SECTION: COMMUNITY

TITLE: PUBLICATIONS PROGRAM

ADOPTED: December 16, 2004

REVISED: October 19, 2006

902. PUBLICATIONS PROGRAM	
1. Purpose	The Joint Operating Committee believes that all reasonable means should be employed to keep the public informed on matters of importance regarding school policies, finances, programs, personnel and operations.
2. Authority	The Joint Operating Committee subscribes to the philosophy that news and information shall not be hidden from the public, and that, with certain exceptions, in general all facts may be known.
3. Delegation of Responsibility	<p>The Administrative Director shall be responsible for any material or information released to the public. This shall be accomplished following established guidelines for such public distribution.</p> <p>Within the limitations of the annual budget, the Administrative Director shall prepare for distribution:</p> <ol style="list-style-type: none"> <li>1. Newsletters or periodic news releases to be distributed to parents/guardians and the general public.</li> <li>2. Publication of an annual budget document, which interprets how the school manages its finances.</li> </ol> <p>The Administrative Director or designee shall develop guidelines to be observed in matters of taste, relevance, and individual privacy in the writing and photographing of publications, including provisions for personal release.</p>
4. Guidelines	<p>The Joint Operating Committee strongly endorses the use of brochures, slide shows, internal and external newsletters, and the use of external media in order to tell the story of career and technical education clearly and often.</p> <p>Whenever notice is required to be published in one newspaper, such publication shall be made in a newspaper of general circulation as defined by the Newspaper Advertising Act. Proof of publications of any notice required to be given shall be made by attaching an original copy of such notice as actually printed to an affidavit.</p>