

**LUZERNE
INTERMEDIATE
UNIT #18**

**SECTION: COMMUNITY
TITLE: PUBLICATIONS PROGRAM
ADOPTED: NOVEMBER 20, 2002
REVISED: NOVEMBER 18, 2015**

902. Publications	
1. Purpose	The Board believes that all reasonable means should be employed to keep the public informed on matters of importance regarding intermediate unit policies, finances, programs, personnel and operations.
2. Authority	The Board shall determine which of its official actions have such community impact and interest to warrant special release, and it will release information to the media on matters of importance.
3. Delegation of Responsibility	<p>Matters of a routine nature may be released by the Executive Director or designee as they have been recorded in the minutes of Board meetings and upon request of media representatives.</p> <p>All publications, releases, photographs and the like depicting the accomplishments of Intermediate Unit students and staff may be approved at the discretion of the Executive Director.</p> <p>The responsible administrator shall direct an information program designed to acquaint the public with the achievements, programs and needs of the intermediate unit.</p> <p>The Executive Director or designee shall develop guidelines to be observed in matters of taste, relevance, and individual privacy in the writing and photographing of intermediate unit publications, including provisions for personal release.</p>