



## Public Information

Operations  
Policy  
5004

### Policy Statement

- The Board shall work to keep the public informed about its policies and actions and shall promote public discussion concerning the schools.
- The District shall implement a public information program designed to inform the community about policies and decisions of the Board, the administration and operation of the schools, and the progress and achievements of students.
- All reports given to the Board shall be public property and available to news media except those dealing with matters covered in closed sessions or otherwise legally prohibited.
- Notices and agendas for Board meetings shall be widely disseminated.
- All Board meetings shall be open to the public except executive sessions which shall deal only with items covered by the Freedom of Information Act and state law.
- Public records of the Board shall be open for inspection through the Office of the Superintendent.

#### Media Relations

- The Board president shall be the official spokesperson of the Board. This duty may be assigned in some cases to the Superintendent or designee.
- News releases concerning the District shall be the responsibility of the Superintendent or designee.
- The Superintendent shall ensure that each school has access to news media coverage.

### Definitions

### Responsibility

The Board leadership and Superintendent shall be responsible for compliance.

### References

29 Del. C. §§10001-10005

Related policies: 1004 Access to Public Records and Freedom of Information Act (FOIA) Requests  
 Related documents: Red Clay Consolidated School District Administrative Memoranda “Information on the District Internet Website” and “Interaction with the Media”

### Adoption Date

Date of manual adoption (as KBCA), 10/15/1986 (as KBA)

### Revision/ Reapproval Date

09/16/2009