

# Scappoose School District 1J

Code: **KBCA**  
Adopted: 8/08/94  
Readopted: 4/19/18  
Orig. Code(s): KBCA

## News Releases

Information about district activities and issues will be provided to the community in a way which will create and maintain a dignified and professionally responsible image for the district.

The procedures listed below will be followed in giving official information to the news media:

1. The superintendent will be the official spokesperson for the Board, unless this duty is delegated;
2. News releases that are of district wide interest or that pertain to established district policy will be the responsibility of the superintendent;
3. The superintendent will establish procedures for the dissemination of news releases pertaining to the district.

Building principals are responsible for media releases concerning student activities. News releases prepared by staff members for local publication to publicize school activities and programs should all be cleared through the building principal.

END OF POLICY

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### Legal Reference(s):

[ORS 192.640](#)

[ORS 332.107](#)