<u>ROE – COMMUNITY RELATIONS</u>

<u>PUBLIC INFORMATION PROGRAM – Regional Office of Education Sponsored</u> Information Media, News Releases, News Conferences

Publications issued in the name of the Regional Office of Education shall have a high quality of editorial content and effective format. The exercise of appropriate economy in materials and production is expected as long as the main purpose is not jeopardized.

All ROE publications shall identify the ROE and shall include the name of the Regional Superintendent and/or author and the date of publication. All ROE distributed publications shall identify the originating department, the department head, and/or author and the date of publication.

The Regional Superintendent or his/her designee shall regularly provide information concerning programs, policies and activities by way of news releases, which shall be sent to news media within the ROE and selected media outside.

News conferences shall be held as deemed appropriate by the Regional Superintendent or his/her designee.

Approved: 07/01/01