

To enhance the internal and external public relations for Gage County School District No. 34 the school officials will implement and oversee the following public relations programs.

Internal Communications.

- I. The current agenda for school board meetings will be posted in the office of the superintendent of schools and made available to staff members upon their request. The current agenda will either be made available to the public or the public will be notified that a current copy of the agenda is maintained in the office of the superintendent of schools.
- II. A copy of the school board policies will be available in school library and the school administrative office.
- III. A library of educational resource materials shall be maintained in the media center.
- IV. School building problems or concerns which arise that are internal issues shall be addressed internally by those affected. District-wide concerns and staff concerns will be discussed with the appropriate administrator. Concerns relating to specific individuals should be addressed at the appropriate level prior to any discussions involving the faculty representative and the specific administrator.
 - A. Both the faculty representatives and the school administration are encouraged to:
 1. Maintain a relationship that will be conducive to an open communication.
 2. Confer frequently on an informal basis to curb concerns before they become major problems.

School-Community Communications.

- I. School staff members are encouraged to see that information concerning school activities and the students are provided to local and area print and electronic media.

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- II. Both as a part of the educational process for school students and as a part of the district's public relations program school staff members are encouraged to participate in public school information programs that may be sponsored by area radio and television stations.
- III. Advisory committees shall be utilized whenever appropriate in the management of school issues.
- IV. Parent-teacher conferences shall be scheduled periodically throughout the school year for the purpose of discussing student progress.
- V. Area media shall be provided board of education agenda material upon request.