

# THE SCHOOL DISTRICT OF PHILADELPHIA

SECTION: COMMUNITY

TITLE: PUBLICATIONS PROGRAM

ADOPTED: October 5, 2011

REVISED:

	<p style="text-align: center;">902. PUBLICATIONS PROGRAM</p> <p>1. Purpose The School Reform Commission believes that all reasonable means should be employed to keep the public informed on matters of importance regarding district policies, finances, programs, personnel and operations.</p> <p>2. Authority The SRC shall determine which of its official actions have such community impact and interest to warrant further publicity, and it will release information to the media on matters of importance.</p> <p>Whenever practicable, the district may provide publications in the various languages present in the community.</p> <p>3. Delegation of Responsibility Matters of a routine nature may be released by the Superintendent or designee as they have been recorded in the minutes of SRC meetings and upon request of media representatives.</p> <p>All district publications, releases, photographs and the like depicting the accomplishments of district students and staff may be approved at the discretion of the Superintendent or designee.</p> <p>The responsible district administrator shall direct an information program designed to acquaint the public with the achievements, programs and needs of the schools.</p> <p>The Superintendent or designee shall develop guidelines to be observed in matters of taste, relevance, and individual privacy in the writing and photographing of school publications, including provisions for personal release.</p> <p><u>Photography, Filming, Or Videotaping In District Buildings</u></p> <p>The photographic reproduction of school programs, students or physical plants by nondistrict personnel is generally prohibited. Exceptions may be made, upon administrative approval, for:</p> <p>1. The news media.</p>
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2. Educational purposes of continuous or limited duration.
3. Commercial purposes only with the approval of the parents/guardians of any students to be involved.
4. Other purposes specifically approved by the administration.

All approvals are to be directly verified by the building administrator.

References:

School Code – 24 P.S. Sec. 510, 696, 511

Home Rule Charter – 12-300

School Reform Commission Policy – 007, 105, 106, 127, 801, 803