

**COMMUNITY RELATIONS**

**SUBJECT: INFORMATION DISSEMINATION**

Students provide an important channel of communication with parents and the entire community. Information concerning the schools may be properly disseminated through students.

All correspondence from within the school district will be submitted to the building principal for approval prior to distribution.

All correspondence from agencies/organizations outside of the school district will be submitted the Superintendent or his designee for approval prior to distribution.

**Re-Adopted: January 9, 2013**