

## **PUBLIC INFORMATION PROGRAM**

The Board shall distribute information via:

1. Newsletters in English and Spanish.
2. Current District website with standardized school links
  - a. Include current news bulletins
  - b. Incorporate citizen and parent surveys
  - c. Include FAQ for school and district operations.
3. Emails, phone calls, and written correspondence to staff shall be promptly responded to.
4. Emails and phone calls to the Board shall be reviewed by the Board Secretary. Informational requests and issues not requiring a Board level response shall be routed to an administrator or director directly responsible for the topic of the inquiry.

Issues determined by Board Secretary to need Board response shall be reviewed by the Board and an appropriate response determined. The sender of such communication shall receive an email or letter informing them that their inquiry is being reviewed by the entire Board prior to a response.

5. A copy of all email and other correspondence addressed to the Board shall be provided to the Board.
6. An auto response to email shall be used that provides contact information for administrators and directors.