

**PATTONVILLE SCHOOL DISTRICT**

**EPS Code: KBBA-R**

**District Code: New**

**SCHOOL-SPONSORED INFORMATION  
RESPONSIBILITY FOR ACCURACY**

Staff and Principal - Communications and Publications

The building principal is responsible for the accuracy of the content of all written communication/publications originating within the building. The principal is responsible for sending a copy of each printed or reproduced communication/publication to the community relations office at the time of distribution.

If the principal has any questions regarding the accuracy of information presented to parents or to other residents, it is the principal's responsibility to contact the appropriate administrator(s), the director of community relations, or the superintendent of schools for verification.

The director of community relations is responsible for informing the principal(s) of any inaccuracy and for recommending revision if the material has not been published. If the information has been published and distributed, the director of community relations will recommend a procedure for correcting the error.

District-wide - Communications and Publications

The director of community relations is responsible for the accuracy of the information in all district-wide publications. If doubtful, the Director will consult with the appropriate administrator(s) or the superintendent for verification.

The superintendent of schools is responsible for informing the director of community relations of any inaccuracy and for recommending revision if the material has not been published. If the information has been published and distributed, the superintendent of schools will recommend a procedure for correcting the error.

Special Verification Required

Any publication originating from the community relations office or from any school containing: 1) information about or quotations from the superintendent of schools, Learning Center administrators or any member of the Board of Education, 2) school policy or procedures, should be presented to the superintendent for verification of facts, prior to publication.

Adopted: February 23, 1982  
Revised: December 12, 2000