

## COMMUNITY RELATIONS

A. General

1. All requests for information relating to the school division from the news media should be referred to the public information officer.
2. All news released from individual schools, departments and persons in the division, with the exception of sports, will be made available to the media through the public information officer on Fact Sheet News Release Forms.

B. Documents

Copies of Lynchburg City School records and documents available to the public are to be furnished the media personnel at cost.

C. Interviews

Media representatives may interview students and teachers during the school day at the discretion of the superintendent or his designee. Such interviews shall not disrupt the educational program and should be coordinated through the public information officer.

Approved by Superintendent: August 23, 1982