

ADMINISTRATIVE REGULATIONS REGARDING PUBLIC INFORMATION

Newtown Public Schools (NPS) values transparency and responsible communication with the public. This regulation outlines procedures for media interaction to ensure accurate information sharing while protecting student and staff confidentiality.

The Superintendent is the primary spokesperson for the district and may delegate this role as appropriate. Media inquiries should be directed to the Superintendent's Office, which will coordinate or refer requests to the appropriate administrator.

Administrators may share factual, previously released, or Board-approved information. The creation of new content or official statements must be approved by the Superintendent or designee. All communications with the media are considered on the record and must include the name and title of the source.

Only information deemed public under state and federal law may be shared.

Media must receive prior approval from the building principal or the Superintendent's Office before entering school grounds or interacting with students or staff. Principals may restrict access if it disrupts instruction or daily operations.

Student interviews, photographs, or recordings require written parent/guardian consent and must comply with all applicable privacy laws.

In an emergency, all media communications will be managed by the Superintendent or designee, in coordination with emergency services. No other staff member is authorized to speak on behalf of the district during such events.

Administrative Regulation Approved: October 7, 2025