

**LEYTON PUBLIC SCHOOLS  
BOARD OF EDUCATION POLICY #3017**

**Official Communication with the Public**

Only individuals who have prior administrative approval may issue press releases or other official communications regarding school-related activities and events in furtherance of the individual's official responsibilities. The superintendent may delegate responsibility for communicating with the media to building principals, the activities director, event sponsors, coaches, and other staff on an ad hoc basis.

Adopted on: November 13, 2017  
Reviewed on: November 11, 2019  
Reviewed on: January 10, 2022  
Revised on: June 12, 2024