

KERN COUNTY SUPERINTENDENT OF SCHOOLS OFFICE

COMMUNITY RELATIONS

WRITTEN COMMUNICATION

Any written communication directed to an outside party that potentially could cause a negative impact or unnecessary public scrutiny of the organization requires the Superintendent's review before the originator releases the information.

To minimize potential negativity and avoid potentially awkward internal or external situations, the following is required before a communication to an outside organization, agency or individual leaves the office.

1. The Superintendent will be informed of the pending communication.
2. The Superintendent and his/her designee may elect to have the correspondence reviewed by others within the office.
3. Once the review is complete and the Superintendent or associate superintendent approves the communication, it will be returned to the originator to make the revisions before being sent out of the office. A copy of the communication with the revisions will be sent to the Superintendent and associate superintendent at the time the information is released.