

NEWS MEDIA RELATIONS GUIDELINES

Representatives of the mass media are urged to attend all meetings of the Board of Education. Meeting announcements, agendas, summaries of the minutes for each meeting, and other related supporting documents may be furnished to any of those newspapers which are delivered within the District. Public notice shall be provided consistent with state law and Board of Education policy.

Members of the Board of Education, the District Administrator, the principal, supervisors and others as may be necessary, will be available for interview by press representatives by a previously arranged meeting.

1. The principal or supervisor shall be advised of and supervise all radio and television presentations made in the individual school.
2. Students who represent the school through such media should have prior permission from the principal or supervisor, who should obtain full information concerning the presentation.
3. The principal or supervisor may assign the responsibility for informing communications media of all worthwhile school activities. Faculty should be informed that suggestions for such releases must be channeled through this individual.
4. All news items intended for general publication are to be handed into the central office prior to their release to any media representative (except phoned-in game reports from varsity athletics).
5. The central office will put the information into proper form, serialize and release (number them), prepare an appropriate number of copies and distribute them to the various newspapers, radio, and television stations.
6. The intent of this procedure is not to "censor" faculty member relations with the media, but to ensure that each media representative receives the same information, in identical form, at the same time.

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Revised: 04/08/96
05/12/08
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