



Provo City School District

Policy Series 7000: Community

7070 P2

Media – Public Information Guidelines

The school board supports media coverage of school and district programs and activities, through the district's Community Relations office. The superintendent and/or senior administration will authorize the release of information.

- A. All media representatives must contact the Community Relations office prior to any contact with school/district staff.
- B. Upon approval, the district's Community Relations office will coordinate all media requests as directed by the superintendent: and
- C. Staff member will secure authorization from the principal and Community Relations office before contacting the media on behalf of the school.
- D. Media representative should be kept fully informed on all aspects of the program so reporting will be done on the basis of a complete and accurate overview.
- E. Students should be informed that they can deny an interview or photograph. An opt out form must be signed by a parent/guardian to deny photographs and interviews that would "single out" any student or identify a student whose parents have signed a form to withhold directory information.

Approved: July 31, 2014