

## **MEDIA RELATIONS: SCHOOL VISITATIONS REGULATIONS**

Any request to interview, film, videotape, photograph, or otherwise record students or Midway School District (District) property or at a school-sponsored event shall be submitted to the appropriate building Principal or Superintendent for approval. Requests may be made by telephone or in writing, must include specific details regarding the purpose and scope of the request, and should be submitted a reasonable time in advance, giving the District ample time to assess the request and, in the event that the request is approved, notify relevant staff, students, and parents as deemed necessary.

The District reserves the right to grant or deny any request for access to school(s) from the news media. Access will not be denied in an attempt to suppress a viewpoint but may be denied for reasons, including but not limited to:

- Access that would compromise the safety of students or staff;
- Access that would disrupt the educational process, disrupt District operations, and/or impeded the ability of the staff to perform their duties;
- Access that would breach confidentiality.

When the Superintendent or building Principal denies an access request from the news media, the Superintendent or designee may be available for comment on the topic that the news media had requested to cover.

In the event that the Superintendent or building Principal approves an access request, the requesting new agency shall receive notice of any restrictions the Superintendent or building Principal has placed on access to student or staff for videotaping/recording/photographing. Such restriction shall be developed on a ca-case basis but shall not be made in an attempt to suppress a viewpoint. The news agency shall agree to these restrictions as a condition of access.

### **Emergencies**

In the event of an emergency, media request to access students and/or staff on school property and at school-sponsored events shall be denied. The Superintendent shall serve as the District spokesperson and shall make him/herself available for comment as soon as practicable.

### **Rules Governing Media Access to Schools**

If the Superintendent or building Principal grants the news media access to schools, the press is required to observe the following rules:

- News media representatives must register in the school's main office before proceeding to other areas of the school building. Upon check-in, the building Principal may assign an escort to the news media representative(s), who shall remain with the press for the duration of their stay on school property.

- The press shall receive notice of and will be required to abide by all policies and regulations related to visitors in schools with the exception of rules prohibiting visitors from videotaping, recording, or photographing students/staff. The press will be bound by a separate set of rules related to videotaping, recording, and photographing as delineated above.
- When the Superintendent or building Principal approves an interview by the press of a minor on school property or at a school-sponsored event, the reporter shall identify him/herself to the minor, relay the purpose of the interview, and make the minor fully aware of what s/he is consenting to before beginning the interview.

### **Violations**

Violations of District policy/regulations or behavior that is disruptive may result in the building Principal or designee requiring such individuals to leave District property. Refusal to leave District property when asked will be deemed to be a willful disturbance of school operations and the District will contact law enforcement to assist with removing the violator from school property or the school sponsored event.