

JAY SCHOOL DEPARTMENT

NEPN/NSBA Code: KDD

MEDIA RELATIONS--INTERVIEWING, FILMING OR RECORDING
STUDENTS FOR PUBLICATION OR BROADCAST

- A. In the case of activities that the school has opened to the general public, personnel wishing to report on, interview or film participants in those activities for publication or broadcast may attend on the same terms as other members of the public.
- B. In the case of activities the school has opened to a limited and defined audience of visitors, personnel wishing to report on, interview or film participants in those activities for publication or broadcast may attend and do so, only when the principal has determined that such reporting, interviewing, and filming would not disrupt the event, would not be an invasion of the privacy or other rights of the students involved, and would benefit the school's educational mission and/or relations with the greater community.
- C. When the principal has made a determination to permit personnel to attend an activity opened to a limited audience for the purpose of reporting on, filming, or interviewing persons involved in that activity, the principal will have sent home to the parents of participants in that activity a notice of his/her determination. That notice will inform parents that they may prohibit any filming or interviewing of their child by giving the principal advance written notice of their desires.
- D. Personnel who have been authorized to report on, film, or interview persons involved in a school activity open to a limited audience will confine themselves to that specific activity and will not interview or film any students whose parents have given timely notice of their unwillingness to have their child interviewed or filmed.
- E. Still photos or articles containing non-confidential information traditionally used for the purpose of informing the community about students' or the schools' accomplishments may be permitted by the principal at his/her discretion without any other procedures.
- F. Other circumstances involving visitors to the school shall be governed by the unit's "Visitors to School" policy.

Adopted: APRIL 8, 1993, DECEMBER 4, 1997

JAY SCHOOL DEPARTMENT

NEPN/NSBA Code: KDD-E

MEDIA RELATIONS--REQUEST TO RECORD STUDENTS
OR A SCHOOL ACTIVITY FOR BROADCAST*

Name of organization, school organization, or staff member making request:

Staff member responsible for activity: _____

Date/time of recording/filming: _____

Name of organization that may/will be broadcasting the material:

Description of proposed activity to be recorded for broadcast:

General purpose: _____

Approved: _____

Principal

Date

*Includes videotaping, filming and interviewing.