

Media coverage of school and district programs and activities will be coordinated through the Executive Director of Communications. The following procedure relates to the public information program:

- A. Media representatives will be supplied factual information;
- B. Media representatives should be kept informed on the program so that any reporting will be done based on a complete and accurate overview;
- C. Students should be informed that they have the right to deny an interview or photograph. A release form signed by a parent will be obtained before allowing an individual to photograph and conduct an interview that would “single out” any special education student or identify a student whose parents have signed a form to withhold directory information;
- D. All media representatives must report to the building office for identification and authorization before going to any part of the building or contacting any individual; and
- E. Staff members will secure authorization from the Executive Director of Communications before contacting the media on behalf of the school or district. This will not preclude a staff member from contacting the media as a private individual.

Adopted: July 24, 2025 North Thurston Public Schools

Reviewed:

Amended: