MEDIA CONTACT GX(R3)

An employee contacted by the media or by any stakeholder suggesting they may go to the media must contact his/her supervisor immediately. Upon following the chain of command, the highest-ranking officer must notify the Keller ISD Communications Department immediately.

Prior to granting a media interview, any employee speaking on behalf of the district must first receive the approval of the Keller ISD Communications Department.

Upon completion of the interview, the employee must provide the Keller ISD Communications Department with the following information:

- expected release date of the media coverage;
- name of magazine, newspaper, radio/TV news station, or blog;
- nature of interview;
- name of writer/reporter/interviewer.