

**MOUNTAIN HOME SCHOOL DISTRICT NO. 193**  
**MOUNTAIN HOME, IDAHO**

<b>PROCEDURES</b> Section 300.9, Pages 1
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**NEWS MEDIA GUIDELINE**

Members of the news media will at times wish to visit the schools and/or the district administration office to cover news events. Whether the event, or issue, is viewed as positive or negative, the standard procedure for media visits on school property shall be uniform. The following guidelines are to be followed:

1. News media personnel visits to school district facilities or property must be approved by the superintendent, designee, and/or building administrator.
2. Interviews or photo and/or video shoots with students, or on District property, during regular school hours by a representative of the news media, or any other person must have parent/guardian written approval prior to such and is to be discouraged. An exception would be a news story that focuses on a classroom event. (Example: The Governor reading to second graders.) The building administrator or superintendent, or designee shall identify these exceptions. The building administrator, superintendent, or designee will notify the student's parent/guardian for approval in instances when the student's name is included with an interview, photo, and/or video. Access to teachers and other school employees, or students should be arranged for before or after school, or during lunch break to minimize disruption to the educational process. Members of the media will generally not be permitted in classrooms.
3. If the news coverage concerns a potentially controversial issue, contact the District superintendent, or designee, before granting a media interview. In some cases, the District superintendent, or designee, will be the only spokesperson regarding an issue.
4. When an interview has concluded, ask the reporter when the story will be aired or printed.
5. After a media visit, please briefly summarize the visit in an email to the District superintendent. Include the reporter's name, organization, interview summary, and expected run date and time. (News stories frequently attract more than one media visit and these summary notes can prove invaluable to better prepare for subsequent interviews.)

March 1, 2001  
Revised: October 26, 2015

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