

SCHOOL DISTRICT OF WAUZEKA-STEUBEN**NEWS MEDIA RELATIONS**

The School District of Wauzeke-Stauben recognizes the responsibility of the news media to provide to the community accurate and timely information concerning the objectives, achievements, needs, and conditions of the District and its instructional programs.

While it is our intent to cooperate with the news media to ensure complete and accurate coverage of newsworthy events in the District, it is also our intent to safeguard our students from unwarranted disruption to their instructional program.

Therefore, during the scope of the regular school day, the following guidelines will apply to members of the news media when attempting to obtain school information:

1. Representatives of the press and media will be expected to obtain permission from the District Principal/Administrator prior to interacting with the staff or students on school property during school hours. If the District Principal/Administrator is not available, a designee will be referred the request.
2. Reporters will be expected to limit the scope of the interview to a specific individual and/or specific topic/issue for which the permission was granted.
3. Parents/Legal guardians of students enrolled in a special education program must provide written consent before their child is photographed, interviewed, and/or identified in articles, photos, or videotapes.
4. Student and staff interviews conducted during class time will be granted only if they pertain to media coverage of the class in session or if such coverage has been approved in advance by the District Principal.
5. Any interview of a student during school hours, on school property while under the District's supervision will require that an administrator/designee be made aware of said interview. The District will retain the right to have an administrator/designee present during the interview if it deems such a presence is warranted.
6. News releases of a political or controversial nature, as well as those concerning the overall operation of the District or the actions or policies of the District, shall be made only by the Board of Education, the District Administrator, or his/her designee.

Legal References: Wisconsin State Statutes §§ Sections 19.84, 120.11 (4), 985.05

Cross References: Policies 171 Regular Board Meetings, 171.2 Agenda Preparation, Format and Dissemination

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Date Reviewed: