

1 Joint School District No. 2, Meridian
2 Meridian Technical Charter High School, Inc. has adopted West Ada's (Joint School District No. 2) policy.
3 STAFF PERSONNEL

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5 Series 400

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7 Policy Title Media Release Code No. 403.40

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10 Joint School District No. 2 encourages all employees to assist the district in fostering and
11 maintaining effective media contacts, legal and confidential requirements of the district.

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13 Employees must provide accurate facts and information to the media. Great care must
14 be taken to distinguish between employees speaking as private citizens and speaking in
15 a capacity as school district representative or official.

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17 Employees dealing with the media as a school official must have the authority to provide
18 the information. The principal of each building is the official authorized to release
19 information dealing with the overall building and its related concerns. Any person other
20 than the principal must have the principal's authorization to release such information.

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22 Official press releases of a district-wide nature or dealing with a controversial subject
23 matter must either be initiated by the superintendent's office or be cleared by that office
24 prior to release. Information that will likely result in follow-up requests for information
25 should also be released only after the superintendent has been informed. If
26 circumstances do not permit prior notification, the superintendent should be contacted
27 immediately thereafter.

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29 The district recognizes that the nature of some district positions requires response to
30 media requests and interviews. Employees such as coaches, activity directors and
31 supervisors shall respond to such requests for information in a clear, concise and
32 positive manner.

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34 Nothing in the above stated policy restricts an individual from speaking in an individual
35 capacity, as long as it is made clear that the individual is speaking as a private citizen
36 not representing or reflecting the district in any manner.

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47 Date of Revision:
48 01/24/94

Legal Reference: Code of Idaho
