

## **Tredyffrin/Easttown School District Media Guidelines**

The Tredyffrin/Easttown School District recognizes the important role the media plays in reporting news and information about its educational programs, services, students, and employees. The District's Communications Office and school administration assist the media by providing information about the District in an accurate and timely manner.

### **Visiting Schools**

Anytime a member of the media is on District property, including school grounds, a building administrator or principal designee will serve as an escort to minimize disruption at the school and to assist with additional requests. Members of the media who would like to visit a school are asked to please contact the building principal at least 24 hours prior to the visit. All media visits are at the discretion of the building principal. All members of the media must possess and show proper identification prior to taking photographs or video and must check in at the school office upon arriving on school property. Tredyffrin/Easttown schools participate in early dismissal days, standardized testing and school-wide events that may prohibit visiting on a specific day.

### **Photographing or Interviewing Students**

The Tredyffrin/Easttown School District maintains media consent forms on file for students whose parents have provided written permission for their child's photograph to be used for District public relations purposes. Before taking photos or video of Tredyffrin/Easttown School District students or using quotes from students, members of the media must verify with the school's main office that the students featured have the appropriate parental permission on file.

### **School Board Meetings**

The media is invited to attend all public meetings of the Tredyffrin/Easttown School District Board of School Directors. To avoid disruption of the meeting, reporters and photographers are asked not to approach Board members, guest speakers, or members of the audience inside the meeting room. Interviews must be conducted outside the meeting room in the hall or pre-arranged conference room. In addition to print copies at the time of the meeting, the Board agenda and other meeting materials are available online on the Tredyffrin/Easttown School District website, [www.tesd.net](http://www.tesd.net).

### **Emergencies**

It is the District's practice to work as cooperatively as possible to supply timely information to the media in an emergency provided the release of information does not jeopardize the emergency response activities, or conflict with federal privacy laws, the well-being of students or employees, or the concerns of families. During an emergency, media will not be allowed inside affected school building(s). Media will be assigned to a designated external area at the site of the emergency to allow full access to the site by emergency response teams. During an emergency, the District will work as quickly as possible to provide accurate information through media releases.