

NEWS MEDIA RELATIONS

The Huber Heights City School District Board of Education believes that one of the responsibilities of the Board is to keep the public informed of its policies and actions. Therefore, the Board approves the attendance of press representatives at all meetings except executive sessions.

In keeping with their responsibilities as a representative public body, the Board will present a unified front, inasmuch as possible, on issues on which there may not be total agreement, with the Board President and/or Superintendent as the official spokesperson for the Board.

When individual Board members receive requests from news media representatives for information about Board meetings or other school or district matters, members shall refer the information-seekers to the Board President who shall be the spokesperson for the Board except as he/she specifically delegates this responsibility to the Superintendent and/or the Superintendent's designee.

In order that the Board may transact its business with dispatch, questions from the press are not to be entertained while meetings are in progress. However, the Board President and/or his/her designee is available after each meeting to answer reporters' questions and to clarify points of discussion and action.

The Superintendent and/or his/her designee shall be the district's liaison with all public news media. All contacts and releases concerning district policies and regulations, matters of district-wide interest, or potentially controversial topics shall be handled or cleared by the Superintendent. If unable to answer the inquiry, the Superintendent will refer reporters to the individual or office which can best answer the specific inquiries.

Principals will be the primary contacts for their buildings in consultation with the Superintendent and/or his/her designee. Principals will make available information about the school and its programs and operations except as prohibited by Board policies, administrative regulations, and federal or state laws. If principals have questions about releasing information, they will contact the Superintendent and/or his/her designee.

In order to facilitate the best possible learning environment for staff and students, all media interruptions to the student and teacher day shall be kept to a minimum. All media representatives must have permission from the Superintendent and/or his/her designee to enter school grounds during regular school hours. In order to facilitate this process, the media representative shall present the Superintendent and/or his/her designee, verbally or in writing, the reason for the visit to school grounds and the approximate length of the visit. The Superintendent and/or the designee will review the request and, if necessary, contact the appropriate individual(s) before responding to the request.

In releasing information, the school district will do its best to observe media deadlines. Principals and other staff shall submit for approval to the Superintendent or his/her designee all media releases originating from their schools and/or departments and/or staff members.

Adopted by Board: May 29, 1980
Adopted by Board August 10, 1989
Adopted by Board: March 24, 2004