



SECTION I: BOARD OF EDUCATION 1050

ISOK Board of Directors: Media Policy

The Board of Education (the “Board”) of the Insight School of Oklahoma (“ISOK”) hereby adopts this media relations policy in consideration of the responsibility of the news media to provide accurate and timely information to the community concerning issues and events that occur in public schools. ISOK is committed to cooperating with the news media on requests for access to the school and students, while also balancing ISOK’s obligations to protect the privacy of students and employees.

To help facilitate media requests, members of the media are asked to use the information in this policy as a guide for media relations.

1. Media Inquiries

For any news story or media requests concerning ISOK, the media should directly contact the Head of School. The Head of School shall determine whether to grant the media request and who should be the representative of the school communicating with the media. Any employee or member of the Board should refrain from speaking to members of the media about any matters involving the school. To the extent the Board decides to make a statement to the media, the statement should be approved by the Board. Individual members of the Board do not speak on behalf of the Board without approval of the Board.

In sum, employees other than the Head of School, and board members shall not make statements, provide information for distribution, or provide background information unless specifically directed to do so by the Head of School and/or a legally authorized act of the Board.

2. Media Access

ISOK is committed to providing up to date information to the media upon request. It is also the duty of ISOK to maintain an atmosphere conducive to learning with as few disruptions as possible. Media representatives are not permitted on school grounds to interview, photograph, or videotape without prior approval from the Head of School, or designee. Interviews granted by ISOK should not be during school hours or on school property without the approval and presence of the Head of School, or designee.

3. Request for Information

ISOK ensures the protection of student / employee privacy and will not release any information that may reveal the student’s identity, respect the privacy of its teachers and employees and will not release any personal or personnel-related information unless required by law.