

<b>NORTH PROVIDENCE SCHOOL DEPARTMENT</b> <b>Media Policy</b>	<b>Approved:</b> <b>02/15/2023</b>

**PURPOSE**

The purpose of this policy is to describe the North Providence School Department’s (NPSD) policy with respect to interacting with media representatives, outlets or entities concerning all NPSD matters, incidental to improving the likelihood that careful, prudent, and legally compliant communications are disseminated to the public. For purposes of this policy, “the Media” shall refer to any media representative, outlet, or entity whatsoever, including, without limitation, newspapers, magazines, newsletters, online publications, television, and radio.

**APPLICABILITY**

This policy applies to all teachers, administrators (except Superintendent or designee), secretaries, paraprofessionals, support staff, custodial staff, and volunteers in the North Providence School Department (NPSD personnel). This policy also establishes the Superintendent of Schools or the Superintendent’s designee as the Public Information Officer (the “PIO”). This policy is not applicable to matters directly related to the negotiation of, or the alleged compliance or non-compliance with, employment contractual obligations of the North Providence School Department and/or NPSD personnel, for which such personnel retain the right to communicate consistent with applicable law and contractual rights and obligations. It is recognized that from time to time, NPSD personnel, including but not necessarily limited to, the athletic director, coaches, and co-curricular advisors, etc. will need to speak to the media on matters related to the performance of their team and individual members, the outcome of contests/events, schedules, and other routine information. In these situations, prior approval from the PIO is not needed.

This policy applies only in the context of employees speaking or being asked to speak on behalf of the school district.

**POLICY**

It is the responsibility of the PIO to manage the North Providence School Department’s interactions with the media.

**Media Initiated Communication:**

If the Media contacts any NPSD personnel, such personnel shall immediately contact the PIO (a) to provide the identity of the Media and the nature of the inquiry, and (b) to refer the matter to the PIO for comment or

obtain permission to provide comment. If the PIO authorizes the NPSD personnel to communicate with the Media directly, (a) the NPSD personnel shall give due regard to the PIO's input, if any, concerning the proposed Media communications, (b) all comments to the Media should be made with the expectation that they will be interpreted as the position of the North Providence School Department and, therefore, no comments shall be inaccurate, defamatory, litigious in nature, or in any way expose the North Providence School Department to liability, and (c) the NPSD personnel shall promptly provide the PIO with a copy of the story, article, and/or commentary.

**School Department Personnel Initiated Communication:**

NPSD administrators and other personnel may also initiate media communication regarding routine school related information to be publicized to the community. In these situations, the NPSD personnel shall inform the PIO (and building principal if applicable). Furthermore, if any NPSD personnel desires to contact the Media, such personnel shall, prior to making such Media contact, (a) provide the PIO the identity of the Media and the nature of the proposed communication, and (b) obtain the PIO's permission to contact the Media and to provide such comment. If the PIO grants such permission, (a) the NPSD personnel shall give due regard to the PIO's input, if any, concerning the proposed Media communications, (b) all comments made to the Media should be made with the expectation that they will be interpreted as the position of the North Providence School Department and, therefore, no comments shall be inaccurate, defamatory, litigious in nature, or in any way expose the North Providence School Department to liability, and (c) the NPSD personnel shall promptly provide the PIO with a copy of the story, article, and/or commentary.

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Revised: 3/29/2023