



# Media Protocols

Maury County Public Schools is committed to sharing accurate and prompt information with our communities and recognizes the vital partnership with the news media in helping us with those efforts. To ensure a smooth process, the district requests that all media inquiries be directed to the communications department at the central office. The Communications Director is the liaison and first point of contact for the media. Inquiries include interview requests, access to campuses, information about procedures, and any news coverage.

In advance of any visit to Maury County Public Schools campuses, requests should be made to the communications office. The district will ensure the privacy of our students and employees; therefore, approval must be granted prior to the visit. Interviews/story coverage will be organized in advance and the proper parent/guardian approval secured. A building principal will approve all interviews/story coverage that takes place during instructional hours.

School Board Policy (6.604) requires all visitors to report to and sign in at the school office. Visitors are required to have official photo identification and that will be used to complete sign-in and issue a visitor badge. Visits that occur outdoors but on school property should be arranged in advance and a school representative must accompany the visitor.

## REQUESTS FOR INFORMATION

Student information is released to the media only in accordance with applicable provisions of the education records law and board policies governing directory information and personally identifiable information.

Maury County Public Schools will not comment on any investigation that is pending nor any case that is before the courts. Inquiries surrounding investigations that are external to the school district should be directed to law enforcement.

The Public Records Request form can be found on the About Us page and on the Human Resources page of [mauryk12.org](http://mauryk12.org). Completed forms should be returned to Interim Chief of Staff Scott Lindsey at [scottlindsey@mauryk12.org](mailto:scottlindsey@mauryk12.org) or 501 West 8<sup>th</sup> Street, Columbia TN 38401.

## COMMUNICATIONS CONTACT for Maury County Public Schools

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