

Media Guidelines

Midlothian ISD will work cooperatively with the news media for coverage of questionable issues, crisis, general news, and events involving the district.

Please respect the following MISD media guidelines that will ensure the integrity of our instructional day and allow us to provide consistent, accurate information to our media representatives.

The following guidelines are in effect at all MISD facilities:

- All media inquiries should be directed to the Communications Department, L.A. Mills Administration Building at 972-775-8296, ext. 1037.
- The Communications Department should be contacted when a representative of the media visits a facility. If the media visits a MISD facility without prior approval from the campus administrator, he or she should be asked to leave and sent to the Communications Department. The principal will be notified to coordinate an appropriate time and campus contact person for media visits.
- Cameras/reporters will not be allowed inside the facility unless the appropriate staff members have been notified and it is determined that such a visit will not be disruptive.
 - Photographs and video may be taken by the media at the discretion of the campus administrator/Communications Department
 - The Family Educational Rights and Privacy Act (FERPA) **must** be followed at all times. Each campus has a list of students whose “directory information” (i.e. name, address, picture) cannot be released per the parent’s request.
- The Superintendent or his designee shall be the official spokesperson for MISD.

Your cooperation with this matter is greatly appreciated. If you have any questions, please contact Jana Hathorne at 972-775-8296.