



1150 A

Procedures and Limitations

Regulation 1150 A

Original Adoption: 04/25/1967

Effective Date: 02/27/2008

Revision Dates: 01/30/1973, 09/10/1974, 11/25/1975, 10/10/1977, 01/08/1980, 01/29/1980, 02/26/2008

Review Dates: 4/17/2013

I. PURPOSE

The purpose of this regulation is to establish the procedures and restrictions for news media to gain access to information about Minneapolis Public Schools (MPS), its employees, students, programs and events.

II. APPLICABILITY

This regulation is applicable to all requests for interviews, filming, videotaping, and photographing of Minneapolis Public School District events, employees, students or school board members at a school location. Nothing herein shall restrict media contact at non-school locations or at non-district related events.

III. ACCESS

- A. Access to district employees, or district students during the school day, shall be coordinated through the District department charged with communications and public affairs (Communications).
- B. Access to school locations for the purposes of conducting interviews, filming, videotaping or photographing must be approved through Communications.
- C. Access to information regarding a district employee shall conform to district policy on staff data protection.
- D. Access to information regarding a district student shall conform to district policy on student data protection.

III. INTERVIEW REQUESTS

- A. Interviews by media sources generally will be granted if the subject, or the minor subject's parent or guardian consents to the interview and the interview will not unduly interfere with the educational program of the student, or unduly interfere with the duties of the employee. In the event the subject or the minor subject's parent or guardian declines the interview the subject or the building administrator shall notify Communications.
- B. All interviews with District employees must be coordinated through Communications.



- C. All media interviews with MPS students during school hours must be coordinated through Communications in consultation with the school principal or site administrator.
- D. Requests may be submitted by telephone, in person, in written form, through electronic or fax transmission.
- E. Timeliness of the interview request may affect the ability of the district to comply with the request; therefore requests should be submitted sufficiently in advance to allow coordination with Communications in light of the requestor's deadline or proposed coverage date and time.
- F. Location of interviews shall be coordinated through Communications.
- G. Non-media interview requests shall not be granted during the defined school day for students or teaching staff.

IV. EVENT COVERAGE

A. District News conferences and Events.

- 1. Coordination of all district level news conferences and district-wide events shall be through Communications. Information on these events should be requested from Communications.
- 2. Communications may designate specific areas for media to gather and to conduct its coverage during any type of news coverage at the John B. Davis Education and Service Center or any other district property.
- 3. District department administrators may limit access to news media representatives, cameras and other equipment within the department until Communications is notified and the departmental event is coordinated by it.

B. School Level news conferences, interviews and events

- 1. Coordination of all school level news conferences, interviews and events at a district school shall be through Communications working in conjunction with the school principal or site administrator.
- 2. Media representatives are considered visitors and must follow MPS policy on school visits. All visitors are required to sign in at the school office or welcome station, and may be asked to provide identification.
- 3. The principal or site administrator of a school may designate specific "press areas" in which reporters, editors, producers, photographers, videographers, or associated personnel must remain for any interview, news coverage or event.
- 4. Requests to visit other areas within a school building may be granted by the school principal or site administrator. Visits to areas other than the school office, welcome station or the designated press area shall be in the company of the principal or site administrator, or her/his designee, or Communications staff.



5. Principals shall notify the appropriate associate superintendent prior to any arranged media visit or of any invitation extended to media representatives to cover an event or visit the school location. In the event of an unarranged visit, the principal shall notify Communications and the appropriate superintendent's or associate superintendent's office prior to allowing the news media access to district facilities, staff or students. Communications staff working in conjunction with Principals or site administrators of schools may allow non-prearranged media access to the school building, district employees or students, if in their judgment such access would not interfere with a safe and orderly educational environment.

V. PHOTOGRAPHY AND FILMING

- A. Photography or filming (including videotaping or creating digital images) for non-instructional purposes may not take place at a school location without the prior consent of Communications and the building administrator, principal or department head.
 1. Requests for Photography and Filming may be submitted by telephone, in person, in written form, through electronic or fax transmission.
 2. Approval of requests shall be in writing signed by the person authorized by Communications to consent to the activity. Approval may be faxed, mailed or hand delivered to the requestor.
- B. Filming, videotaping or photographing students at a school location by media sources is allowed only if there is a signed parental consent form or release form for each child who participates in such activity.
 1. Signed parental consent and release forms shall be in school files and will be made available upon request.
 2. General images of children in which no one student is identifiable do not require the existence of a signed parental consent or release form for the subjects.
- C. Filming, videotaping or photographing students by district staff for instructional purposes does not require signed parental consent or release forms for the subjects.
- D. Filming, videotaping or photographing students at a school location who are engaged in a co-curricular or extracurricular activity does not require signed parental consent or release forms for the subjects.
- E. Filming, videotaping or photographing students at a school location by non-media sources is not allowed unless the person requesting permission has a signed parental consent form or release for each child or adult appearing in the film, video or photograph, which consent form or release has been approved in advance by the district General Counsel.



VI. ENFORCEMENT

Representatives of the media are expected to adhere to the provisions of this regulation and MPS policies, laws of the State of Minnesota, ordinances of the City of Minneapolis and rules established for access to schools.

VII. EXCEPTIONS

In the event of special circumstances, and notwithstanding any policy or regulation, Communications staff may temporarily alter procedures and the application of rules on a case-by-case basis, and without prior notice if it is in the best interests of the students or staff of MPS to do so.

VIII. DEFINITIONS

For the purposes of Policy 1150 and this regulation the following words or phrases shall have the definitions given.

- A. “school location” includes any school building or on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school approved activity, event or function, such as a field trip or athletic event where students are under the jurisdiction of the school district; or during any period of time a district employee is supervising students on behalf of the school district or otherwise engaged in school district business.

Legal References:

Minn. Stat. § 13.01 *et seq.* (Minnesota Government Data Practices Act)
Minn. Stat. § 152.01, subd 14a, (1) and (3).(Definition of “school zone”)
Minn. Stat. § 609.605, subd. 4 (Trespass on school property)

Cross References:

MPS Policy 1040 (Student and Staff Data Protection)
MPS Policy 1480 (Visits to Schools)