

## Oregon Trail School District

# Media Guide

### Contact

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### News Releases

Releases and updates are distributed to media and the public through:

- [FlashAlert](#)
- [Website](#)
- Facebook: [Facebook.com/OregonTrailSD](https://www.facebook.com/OregonTrailSD)
- Twitter [@OregonTrailSD](#)

### Media Access to Information

The District PIO is available to assist media representatives in obtaining information about the district, schools and programs, and to answer questions about issues or incidents. When possible, the PIO will assist media representatives with releasing appropriate information and provide escorted access to obtain photos/videos. The district will provide media representatives' site access when it does not compromise the safety and rights of students, staff, and citizens. In the case of a school incident or crisis, attempts will be made to establish a media staging area with reasonable access, in cooperation with Incident Command.

### Media Access to Students

The district will make every reasonable effort to provide media access to students. School administrators are authorized to grant permission and set parameters for media access to students in their respective schools. The media may interview and photograph students involved in instructional programs and school activities, including athletic events. Such media access shall not be unduly disruptive and shall comply with Board policies and district goals. Media representatives shall be required to report to the Administration for prior approval before accessing students involved in instructional programs and activities not attended by the general public.

### Directory (Releasable) Information

Directory information means those items of personally identifiable information contained in a student education record which is not generally considered harmful or an

invasion of privacy if released. *However, parents, or students 18 years of age or emancipated, may opt-out of allowing information to be released to the media.*

The following categories are designated as directory information:

1. Student's name
2. Student's address
3. Student's telephone listing
4. Student's electronic address
5. Student's photograph
6. Date and place of birth
7. Major Field of study
8. Participation in officially recognized sports and activities
9. Weight and height of athletic team members
10. Dates of attendance
11. Degrees or awards received
12. Most recent previous school or program attended