

## NEWS RELEASES

The Superintendent or his designee will be the press liaison person for coordinating the release of information concerning the school system.

In matters requiring a statement by the Board of Trustees, the Board President shall be the official spokesperson, except as this duty is delegated to the Superintendent.

Teachers and other staff members shall complete a form to request media coverage regarding classroom and other school activities to their principal for consideration. The principal will review and share with the Office of Public Engagement to request media coverage.

JPS employees are not authorized to represent JPS in interviews or statements to the media without first consulting with their immediate supervisor and seeking