

**3017**  
**Media Communication**

Only individuals who have prior administrative approval may issue press releases regarding school-related activities and events. Only the Director or his/her designee may communicate with the media on behalf of Teachwell. This responsibility may be designated to building principals, the activities director, event sponsors, and other staff on an ad hoc basis.

Adopted on: 8/15/2023

Revised on:

Reviewed on: