



SPRINGBORO SCHOOLS

1685 S. Main St. Springboro, OH 45066 | 937.748.3960 | www.springboro.org

Springboro Schools recognizes the important role the media plays in providing information to the community concerning educational programs, issues, and events that happen in its schools. The district is committed to working with the media and to provide access to schools, students, and staff. It is the role of the district's Communications Coordinator to assist the media by providing information about the district in an accurate and timely manner.

Media Requests

Media who want to film, photograph, or interview Springboro Schools' staff members, students, or board members are required to make a request directly to: Scott Marshall, Communications Coordinator, Springboro Schools, Phone: (937) 748-6014, E-Mail: smarshall@springboro.org

Only the Superintendent and the Communications Coordinator are designated spokespersons.

Visiting Schools

To ensure that the time the media spends in the district is successful, contact the Communications Coordinator prior to your visit. Media should understand that is the responsibility of the district to maintain an atmosphere that supports learning with as few disruptions as possible. Therefore, anytime a member of the media is on district property, the Communications Coordinator, or a designee, will escort the media at all times to minimize disruption at the school and to assist with additional requests.

Interviewing, filming, or photographing students on campuses can only be done with the permission and supervision of the Communications Coordinator. Springboro Schools operates in compliance with the Family Educational Rights and Privacy Act (FERPA). This law allows students and parents to opt out of the release of certain information about students including photographs. The Communications Coordinator will work with each school to determine who cannot be photographed and interviewed according to FERPA guidelines. Therefore, no interviews, photographs, or videotape is allowed without the prior approval of the Communications Coordinator, or the Superintendent. As a general rule, media may film general shots of students without parental consent during school events which are open to the general public, including athletic events.

