

Regulation 3613.2 Communications Plan

August

- August 28, 2015 - Regulation and Policy Change Posted Districtwide
- August 28, 2015 - Memo to principals drafted from Instruction Unit regarding regulation and policy revisions

September

- September 17, 2015 - Principals' Level Meeting Presentations
- September 21, 2015 - Performance Zone Meeting Updates

October

- October 15, 2015 - Assistant Chiefs' Meeting Reporting

December

- December 2015 - Schedule meeting with various workstreams for results and reporting of new implemented procedures

REGULATION 3613.2:
Filming or Recording on
School District Property

CLARK COUNTY SCHOOL DISTRICT FLOWCHART REGULATION 3613.2

Political activity and
student recordings
are not governed by
this policy.

Regulation does not
apply to Vegas PBS

Regulation does not
apply to recordings on
District property in
connection with the
District's own services
or programs.

**NON-NEWS
MEDIA
REQUEST**

**NEWS MEDIA
REQUEST**

**FACTORS TO
CONSIDER FOR
ALL
RECORDINGS**

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ALL
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**PRODUCER
RESPONSIBILITIES**

*Refer to CCSD
Risk Management*

- Application
- Deadline for submission is 45 days
- CCF-410
- CCSD Venue Release Contract
- Release Form for Students/Staff
- All forms returned to Risk Management for proper procedures

*Refer to CCSD
Communications
Department*

- Communications Department will consult with the site administrator to determine whether permission will be granted to record
- If recording for purpose of news reporting or public information, the news media will not be required to complete a CCF-410 or CCSD Venue Release contract
- Complete CCF-588 for parental consent

- Loss of instructional time
- Offensive recordings
- Nudity
- Extreme violence
- Portray illegal activities
- Illegal drug or alcohol abuse
- Production that imply endorsement by the District in regards to Regulation 1232
- Viewer rating not more restrictive than "PG-13"
- Safety of students/staff
- Special effects that could damage District property and willingness to assume liability for all damages by the producer
- All signage, logos, marks, slogans or other identifying marks of the District or individual school must not be included in the final production
- Production must not imply any endorsement of a commercial product or service by the District or school

- Students and staff may be included in recordings on District property with signed CCSD Release Form and Waiver
- Contact supervisor if production is disrupting normal activities
- Use of a District vehicle is at the discretion of the District and written permission is required.
- Risk Management will work with Transportation and Chief Communications Officer

- Submit CCF-410 to Risk Management and follow proper application procedures at least 30 business days prior to taping
- Adhere to Regulation 3613
- Must pay a fee
- Submit proper insurance certificates

Film or Recording on Clark County School District Property Definitions

Recording

Includes, but not limited to, photographing, audio recording, filming, video tape recording, digital recording, or any other form of audio or video media recording.

Non-News Media

Includes, but not limited to, an outside organization, entity, or cause not affiliated with the District or not related to a school-sponsored event whether for profit (including, but not limited to, commercial productions) or nonprofit in nature.

News Media

Includes news organizations, news producers, and new reporters who seek to record on District property for routine news-gathering purposes (including, but not limited to, filming, photographing, or interviewing).

Producer

Means an individual producer or production company that creates a production.