



## Administrative Procedure 151

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### MEDIA RELATIONS

#### Background

The Superintendent has been given the responsibility to ensure positive internal and external communications are developed and maintained. The news media are an important vehicle through which the District keeps the electorate accurately informed and increases public awareness of education. Notwithstanding this, the District has an obligation to protect its students and staff from unwelcome intrusions into the operation of its schools.

#### Procedures

1. Information releases, which accurately communicate the Board's business to the public and which may have potential political implications, may only be issued by persons authorized by the Board as per [Policy 5: Role of the Board Chair](#).
2. The Superintendent shall approve all District administrative information released to the media.
3. All media requests received at a school shall be directed to the Communications Manager.
  - 3.1 This measure ensures the District is fairly represented given local, regional, provincial and national events and issues. It further builds awareness among media outlets that their first point of contact is the Communications Manager when covering stories of a contentious or sensitive nature.
4. The Communications Manager may contact local media to request coverage of special events.
  - 4.1 Principals wishing to gain coverage for special school events are to contact the Communications Manager
5. Media representatives shall not be allowed to disrupt the normal operation of District Office, a school or a class for the sole purpose of information gathering. This includes the interviewing of District employees and/or students during the regular school day.

5.1 Media representatives may be asked by the principal or District staff to leave the premises or grounds where it is deemed to be in the best interests of the students and staff to do so.

Reference: Section 8, 20, 22, 65, 85, 177 School Act  
Freedom of Information and Protection of Privacy Act

Adopted: December 15, 2020