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## **Background**

The news media is a vehicle for informing the public about the Charter Schools like the Calgary Girls Charter School. Newsworthy items may be provided to the media by the Calgary Girls Charter School in the form of a press release or invitation to report on a particular topic or event.

When news media is interested in an event that affects the school, a request for an interview, comment or video opportunity may be forthcoming. When the School agrees to media coverage, the normal routines of the school will be maintained. The media is not permitted to disrupt instruction or the routines and procedures of the school, including access to staff or students during the school day.

## **Procedures**

1. Information releases, which accurately communicate the Charter Board's business to the public, may only be issued by persons authorized by the Charter Board as per Policy 5 – Role of the Chair.
2. The Superintendent or designate shall approve all other information released to the media. All media requests received at the School shall be directed to the Superintendent.
3. The Principal may contact local media to provide for coverage of special School events.
4. Media representatives shall not be allowed to disrupt the normal operation of the School for the sole purpose of information gathering. This includes the interviewing of School employees and/or students during regular class time. Media representatives must receive written consent from the Principal in order to interview students while they are at school or attending a school sponsored function.
5. Media representatives may be asked by the Principal 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:  
Education Act 27, 52, 53, 54, 256  
Freedom of Information and Protection of Privacy Act  
Policy 5 – Role of the Chair