



BACKGROUND

Western School Division recognizes the valuable role our local media play in the communication process with our school community members. Our Division also has a responsibility to ensure that the privacy and rights of our students and staff are respected and that information that is being communicated to the media is accurate.

PROCEDURES

1. Information releases, which accurately communicate the Division's business to the public, may only be issued by persons authorized by the Board as per [Policy 5 – Board Operations](#) and [Policy 14 – Community Engagement](#).
2. The Board Chairperson or designate speaks for the Board on matters of Board governance and policy. The Superintendent of Schools or designate speaks on operational and administrative matters.
3. The first point of contact for all media requests shall be through the Superintendent.
4. The Principal, in consultation with the Superintendent or designate, shall approve all information released to the media from schools.
5. Media representatives may be allowed in schools at the discretion of the Principal in consultation with the