

AP 2.02

Category: Charter Board Governance and Operations

Public Communications

BACKGROUND & RATIONALE

The CAPE Charter Board supports the public's right to information regarding the education of students and the spending of educational dollars and believes that it has an obligation to keep the community accurately informed about CAPE's activities. One mechanism for achieving this objective is the use of print, radio and television media. Therefore, the CAPE Charter Board distributes its Combined Annual Education Results Report and Plans to groups within Medicine Hat and Alberta and the public at large. The CAPE Charter Board also informs the public of key results including Achievement Tests results.

Definition

1. **Communication:** any oral or written means of dissemination of information to key stakeholders and the public at large that provides accurate and timely information.

PROCEDURE

2. The Superintendent or designate will ensure all stakeholders are advised of all CAPE Charter Board meetings in a timely and efficient manner.
3. The Superintendent or designate will provide the news media with copies of the agenda for regular CAPE Charter Board meetings, if a desire to attend is expressed, no later than two working days in advance of the day of the meeting. Suitable accommodation for the news media shall be provided at all regular Board meetings.
4. The Superintendent or designate will notify the news media representative that requested attendance, as soon as possible of any change in the regular time or place of a CAPE Charter Board meeting, and to provide the media with notice of any important additions to the agenda that are not on the printed copy available to the media.
5. The Superintendent or designate will ensure all stakeholders are provided with all CAPE Results reports and Plans via the CAPE website, news releases, advertisements, and any other means available at the time.

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6. The Superintendent or designate must approve all information released to the media, no matter the form, at all times.
7. The Superintendent or designate will grant access to the school to any representatives of the media if in the opinion of the Superintendent, there is a valid reason to do so and if the rights of students are protected.
8. All requests for interviews, comments, or inquiries shall be directed to the Superintendent or designate at all times, who will decide whether or not to grant interviews to news media, decide what information is released, and to whom.
9. The Superintendent or designate will structure all news releases, decide what information is released, and to whom.
10. The Superintendent or designate will ensure that the right to privacy of all CAPE children/students and their parents are respected at all times. Parental wishes as expressed through the CAPE's Media Waiver are to be strictly respected at all times.

References:

Policy 2.13, 2.14, and 2.18

FOIP

Education Act

Revised: August 2022