

**Red River Valley School Division**  
**ADMINISTRATIVE PROCEDURE H1 -**  
**PUBLIC INFORMATION AND COMMUNICATIONS**



The Red River Valley School Division Board of Trustees promotes transparency and open communication throughout the Division.

The chairperson of the Board of Trustees and/or Superintendent & CEO will serve as the spokesperson.

Media requests for operational issues must come through the administration office to the Superintendent & CEO or designate.

- Minutes of the regular board meetings are uploaded on the web page. The Red River Valley School Division Community Report, written by the Superintendent & CEO or designate will be available on the web page.
- Through the Superintendent & CEO, monitoring reports and other relevant information are presented to the Board of Trustees at regular board meetings throughout the year.
- The Board will engage in public consultation regarding the budget. This presentation and the final budget are available for viewing on the divisional web page.
- Media requests are to come through the administration office to the Superintendent & CEO.
- The board chairperson or designate is the official spokesperson for the school division on governance and board matters.
- The Superintendent & CEO or designate is the official spokesperson for the school division on all operational matters.
- Schools will distribute a year-end report to their school community.
- Advertisements may be purchased for special purposes.
- Press releases are done for special occasions.
- Website and divisional email systems are used as communication tools.
- A divisional calendar for school activities and events is located on the divisional website.

**Crisis**

An emergency preparedness plan handbook is available at all locations to address a crisis.

**Media Regulations**

*Requests for interviews with students:*

The school and school division will allow interviews of students only with the consent of the school administrator and permission from a parent or legal guardian.

<b>Cross Reference:</b>		
<b>Adoption Date: March 9, 2011</b>	<b>Amendment Date: May 29, 2017</b>	<b>Page: 1 of 2</b>

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*Requests for interviews with staff:*

Requests for interviews with staff concerning school matters must come through the Superintendent & CEO or designate. If the administrator receives a request, it must be directed to the Superintendent & CEO or designate. On camera interviews are allowed in the school only with the permission of the school administrator and the Superintendent & CEO or designate.

*Requests to film students:*

The school and school division will allow filming of students only with parent or legal guardian permission.

*Requests to enter the school:*

Media who wish to enter a building and who are given permission by the Superintendent & CEO or designate and the school administrator to do so, shall be given an appointment with the school administrator or designate. School administration will escort the media during the time within the building to prevent disruptions to the teaching/learning environment.

<b>Cross Reference:</b>		
<b>Adoption Date: March 9, 2011</b>	<b>Amendment Date: May 29, 2017</b>	<b>Page: 2 of 2</b>