

# **BENJAMIN FRANKLIN CLASSICAL CHARTER PUBLIC SCHOOL POLICIES & PROCEDURES**

**NO. 0030**

Title: **Media Contact**

Effective Date: June 9, 2012

Submitted By: Governance Committee

Supersedes Date:

Approved By: Board of Trustees

Version: 1

## **1 Purpose**

- 1.1 The purpose of this policy is to establish the procedures that all Benjamin Franklin Classical Charter Public School (BFCCPS) Employees, Parents, Guardians and Volunteers should adhere to, for all contact with the media.

## **2 Scope**

- 2.1 This policy applies to all members of the BFCCPS community (faculty, staff, students, parents, guardians and volunteers).

## **3 Responsibility**

- 3.1 The BFCCPS Board of Trustees is responsible for interpreting the provisions of this policy.
- 3.2 The Head of School (HOS) is responsible for the implementation and adherence of the provisions in this policy.

## **4 Definitions**

- 4.1 Media: Any person(s) representing newspaper, television, radio, or internet publications.

## **5 General Policies**

- 5.1 Only the President of the Board of Trustees or Head of School (HOS), or their designee(s), are authorized to provide comments and information on behalf of BFCCPS.
- 5.2 Any employee who receives a request from the media regarding school policies or school events must direct the request to the HOS.
- 5.3 All employees must obtain written permission from the HOS or their designee before initiating contact with the media.

5.4 Parents, guardians, students and volunteers are not permitted to represent BFCCPS without prior authorization.

5.5 Parents, guardians, students, and volunteers must obtain written approval from the HOS prior to initiating contact with the media relative to BFCCPS matters and events.

**6 Applicable Forms**

**7 Related Policies and Procedures**