
Macleans College - POLICIES & DIRECTIVES

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TITLE: BOARD OF TRUSTEES		ISSUE NO: 1
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Public Statements

RATIONALE:

That all media releases are an accurate record.

PURPOSE:

That all media releases occur only after the approval of the Principal or an authority delegated by the Principal.

GUIDELINES:

- 1 All written correspondence with the media must be approved by the Principal.
- 2 All verbal public statements must be made by the Principal or by an authority delegated by the Principal.
- 3 All written statements on school letterhead are to be either signed by the Principal or by a delegated authority of the Principal.

Note:

In most incidences the delegated authorities are the Associate Principal, the Deputy Principal and the Business Manager.