

**VISITORS TO THE SCHOOLS  
GUIDELINES FOR THE PRESS AND MEDIA**

1. All guests and visitors, including members of the press and media, must register in the school office and identification badges must be worn.
2. The Principal will cooperate with and assist members of the press and media who wish to interview or photograph students or staff. In order not to interfere with the education of students; a) the Principal will make available a room or space where students/staff who wish to talk with reporters may do so; b) the Principal may require reasonable lead time to make arrangements.
3. We request that members of the press or media identify themselves as such to students/staff. Students/staff are free to respond, or not respond, as they choose. Parental permission must be given if student pictures are to be used for publication or if quotations are to be attributed to students who are minors.