



ORANGE COUNTY CLASSICAL ACADEMY COMMUNICATIONS/MEDIA POLICY

I. Purpose

To have a consistent and timely policy to respond to media requests. These requests may include but are not limited to: Newspaper reporters, journalists, TV/radio personalities or reporters, freelance reporters, bloggers, social media writers, etc..

II. Policy and Scope

Only the Headmaster or designee is authorized to speak on behalf of the Orange County Classical Academy. Only the Board Chair or designee is authorized to speak on behalf of the OCCA Board of Directors. OCCA staff members should direct all media inquiries to the Headmaster. All Board members should direct media inquiries to the Headmaster or Board Chair. Only factual information should be given out to the media. This would include information that is typically found on our web site or is available through public documents. The personal opinions or convictions of any individual responding to media requests shall be withheld. Grace, civility, timeliness, and prudence should always be used when communicating with the media as the speaker is not representing themselves they are representing OCCA.

OCCA authorizer/affiliate - The Orange County Board of Education ("OCBE") and our affiliate Barney Charter School Initiative ("BCSI") must be made aware in a timely manner of all media requests. Unless there are exigencies involved, delaying the response to the media in order to notify OCBE and BCSI should always be considered.

Press releases or documents shall not be given to the media without the permission of the Headmaster and/or the Board Chair.

Adopted: October 13, 2022