

<p><b>Kelsey School Division Box 4700 The Pas, MB R9A 1R4</b></p>	<p><b>Code: KBC</b></p>
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**MEDIA RELEASES**

1. Any releases written about or on behalf of the Kelsey School Division should be approved by the Superintendent and/or the Board before being released to the media. The Board Chair may act on behalf of the board for regular information releases. More political releases are taken to the board for approval.
2. Media releases and interviews regarding a particular school should be given or approved by the principal of that school. This would apply to teacher interviews about school topics.
3. Any media conferences or interviews given by any staff member on topics that pertain to the Kelsey School Division should be approved and/or attended by the Superintendent or a representative appointed by the Board.