

<p><b>Kelsey School Division Box 4700 The Pas, MB R9A 1R4</b></p> <p><b>Phone: 623-6421</b></p>	<p><b>Code: KBC</b></p>
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**NEWS RELEASES**

1. Any news releases written about or on behalf of the Kelsey School Division should be read and approved by the Superintendent and/or the Board before being released to the news media.
2. News releases regarding a particular school should be read and approved by the principal of that school.
3. News releases applying to any group of employees shall be given to those employees before release whenever possible and practical.
4. The Secretary Treasurer shall make the minutes of Board meetings available to the news media on condition that they will respect the Board's wishes when asked not to publish information that the Board considers to be of a confidential or personal nature.
5. Any news 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.