



## AP 6-902 – PRESS RELEASES

### BACKGROUND

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Press releases and comments to the media are an important link in connecting the schools and division with our public. All staff are invited to forward items of public interest through their administrator to the division office for consideration for release.

### PROCEDURES

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The Board Chairperson or designate speaks for the Board on matters of Board governance and policy. The Superintendent of Schools or designate speaks on operational matters. All press releases are sent from the division office on appropriate letterhead, and have a “details contact person” designated by the Superintendent of Schools.

Reference:

Board Policy 2

**Adopted:**

**August 2015**