

Administrative Regulation

Communication Materials, District Office and Schools, Guidelines for

The following procedures are established as guidelines for district information to be included in communication materials designed to be released to the general public by the district office and/or individual schools.

A. District Office

Printed materials produced in the district office designed for general public distribution will carry the following information in a prominent position on the document:

1. The name of the school district
2. The district website address
3. The name of the superintendent
4. The date of publication

Newsletters originating from district office departments, Personnel, Business, Special Education, etc., shall include:

1. The name of the school district
2. The name of the originating office
3. The date of publication
4. The district website address

Forms and informational materials produced at the district office and intended for long term regular use may include the name of the school district, the date of publication/revision and the appropriate form number only.

B. Schools

It is recommended that standard district letterhead be used by schools for official school or district business. If standard district letterhead is not used, official correspondence or printed materials designed for distribution within the school's attendance area will carry the following information in a prominent position on the document or on the printed letterhead.

1. The name of the school and district
2. The name of the principal
3. The date of publication
4. The school telephone number and address
5. The district website address
6. The name of the superintendent

C. Graduation Programs

Printed graduation programs will carry the following information placed in a prominent position on the document:

1. The name of the school district
2. The names of each member of the Board of Education with appropriate officer designations (President, Vice-President/Clerk)
3. The name of the superintendent
4. The name of the school
5. The name of the principal
6. The date of the graduation exercises

D. Quantity

Printing of reusable materials should be limited to a one-year supply. Reprints should be updated and reissued with the current date.

Questions regarding the correct protocol concerning any printed materials to be distributed within the district must be cleared with the superintendent or the designated representative.

Ref: EC Section 35161
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