

KDAA – SCHOOL-SPONSORED NEWSLETTERS

The School Board authorizes the School Principals to issue a school-sponsored newsletter. The newsletter will serve the school and community by:

1. Informing the public about the operations of the school system and various school programs,
2. Promoting positive attitudes toward the school, and
3. Encouraging a spirit of cooperation between the school and the community.

The School Principals are given the sole responsibility of overseeing the newsletter process, including the development and revision of specific rules and regulations governing the newsletter process. The Board stresses that the main purpose of the newsletter shall be to serve the school and community. The Board offers the following guidelines:

1. Content is restricted to factual information such as school or community notices. Information shall not represent the views of an individual or group. Information shall be non-editorial and non-partisan.
2. Use is restricted to school, civic, and non-profit organizations.
3. No advertising or otherwise promoting the interest of any commercial agency or private enterprise is permitted.
4. School is not responsible for misprints, misinformation, or the accidental omission of notices.
5. School is not responsible for the printing of notices that have missed the printing deadline.
6. Notices to be placed in the newsletter must be submitted to the school's main office in an electronic format and in the form in which it is to be printed. Notice materials may not be returned. Submitters may be asked to resubmit notices to meet limited space and/or other requirements.
7. Notices must be kept to a minimal size as is practical and are limited to a maximum of two (2) printings to keep the cost of printing the newsletter to a minimum.
8. If the function or activity is not school-sponsored, the notice must state that it is "not school-sponsored" and state the sponsoring agency.
9. Every student will be issued a copy of the newsletter and the newsletter shall be posted on the district/school website.
10. All notices are subject to the approval of School Principal. If the notice has not been approved for printing, the submitter of said notice shall be notified.
11. Exceptions to these guidelines may be granted by the School Principal when it is considered in the best interest of the students, school, and community.

Statutory/Regulatory/Policy/Handbook Cross References

Handbook (Staff)

APPROVED: October 25, 2007

PREVIOUS POLICY: None

KDAA1