

**Communication with the Public**

All printed materials emanating from any school office or from the district offices shall be checked for correct spelling and punctuation and shall be clearly stated in correct grammar and printed or duplicated in clearly readable form.

The district does not sanction the production of material for private parties or organizations not directly connected with the district except those like the Parent Teacher Association/School Advisory Committee which are an integral part of the school district and which pay for the cost of production.

(cf. 1230 - School-Connected Organizations)

District stationery shall be used only in official communications and shall not be used when expressing personal opinions which might be interpreted to be Board policy.

(cf. 4119.25 - Political Activities of Employees)

(cf. 9010 - Public Statements)

The principal of each school is responsible for routine school announcements to parents/guardians such as those concerning closing of school, alternate routes to/from school, lunch tickets, etc. He/she will route informational copies to appropriate personnel in the district office and will keep a file copy of all such releases for needed future reference.

(cf. 112 - Media Relations)

Regulation FRESNO UNIFIED SCHOOL DISTRICT

approved: November 26, 1991 Fresno, California