

Every communication between the school and the community is a thread in the public relations fabric which envelops the school district. The Board requires that diligent effort be made to constantly improve public relations. This effort is to encompass not only the text of all communications but the manner in which it is presented. Therefore, the superintendent shall prescribe procedures for the printing of communications to the public to achieve higher levels of public relations.

Utility and economy shall be the criteria upon which printing and duplicating services are provided within the school district. In this regard there shall be maximum attention given to the standardization of forms used throughout the district and the manner in which they are printed.

All employees of the school district are reminded that unauthorized reproduction or use of copyrighted materials is illegal and unethical and that violations may result in legal or disciplinary action.

LEGAL REF.      U.S. Copyright Law