



Huntington Beach Union High School District Board Policies and Administrative Regulations

AR 1111
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Community Relations

School-Sponsored Publications

Administrative Correspondence

The following administrative procedures shall apply to correspondence from the administrative staff to the public.

1. All correspondence which suggests legal action by the district against an individual or organization shall be approved in advance by the Superintendent.
2. Correspondence of a controversial nature shall be reviewed in advance by the Superintendent. It is suggested that any doubtful correspondence be routed for advance approval.
3. Correspondence that includes the Superintendent as a signature or in the closing of the letter, must be routed to the Superintendent for signature in advance.
4. Incoming correspondence of a controversial nature to any administrator or supervisor should be referred to the Superintendent for review and possible district action.

School Newspapers

1. Purpose and Scope

To provide regulations for establishing a school newspaper.

2. Regulations

- A. Each school may, with the approval of the principal, establish a school newspaper for the students of the school and their parents. Such publications should be carefully prepared if undertaken.
- B. The principal or designee is responsible for supervising such publications to conform to law (Education Code 48907 - Student Exercise of Free Expression) and the intent of Board Policy # 1111 - School-Sponsored Publications.
- C. Students shall have the right to exercise freedom of expression except insofar as that expression violates law. (Education Code 48907)

School-Sponsored Publications (continued)

Advertising: School-Sponsored Media

1. Purpose and Scope

To provide regulations for solicitation of advertisers for school-sponsored media.

2. Regulations

- A. Principals should require from publications' sponsors a list of all advertisers to be contacted during the year
- B. Excessive solicitation of the same sources should be avoided.
- C. Commercial establishments whose primary source of revenue is the sale of intoxicants should not be permitted to appear as advertisers in school publications.
- D. Advertising copy promoting the use and sale of materials or services (such as tobacco, intoxicants and movies) which are inconsistent with school objectives is not to be permitted in school publications.
- E. The processes of soliciting advertising, preparing copy and publication shall be permitted to the extent which, in the judgment of the instructional staff, such processes further the educational well-being of the pupils involved rather than exploiting them to raise money.

Regulation
approved: 1/13/87