

Community Relations

SUBJECT: SCHOOL LETTERS TO PARENTS

Letters distributed to the homes of parents from the school and initiated by the school staff, from other parents, and/or from students shall be first approved by the Building Principal.

The only exception shall be staff correspondence regarding an individual student's school progress or other confidential/privileged notice or letter. A copy of any individual correspondence to a parent should be kept on file for a period of time deemed appropriate and should be dated.

- a) A letter shall be defined as any written communication or notice sent from and distributed by the school.
- b) It shall be the responsibility of the person or persons distributing the letter to contact the Principal for approval prior to distribution.