

## **Letters Going Home From School**

The building administrator is responsible for determining appropriateness of both content and manner of presentation of all written messages sent home from school.

Copies of letters, newsletters, memoranda, and other communications (except for routine announcements) distributed generally to parents, guardians, and/or students shall be sent to the superintendent's office for information purposes.

**Adoption Date: 04.08.85**  
**Clover Park School District**  
**Reviewed: 11.18.02; 10.08.12**  
**Discretionary**