

Administrative Procedure 154

VISUAL IDENTITY PROGRAM

Background

Principals are responsible for the quality of school communications with their staff, students, community and the Division.

The effective use of a school and Division logo is an integral part of the school's visual identity program.

Procedures

1. The Golden Hills School Division No. 75 logo is to be used on school letterhead and printed community (public) information.
2. Schools are encouraged to develop their own distinctive logo to be used on supplies, letterheads, publications and other printed material.
3. The one logo to be used is to receive the prior approval of the Superintendent.
4. The school letterhead requires approval of the Superintendent.
5. The listing of staff credentials on letterhead is discouraged.

Reference: Section 60, 61, School Act

Feb 2006