

<p>TOPEKA PUBLIC SCHOOLS</p> <p>SUBJECT:</p> <p>MATERIALS TO BE PUBLISHED</p> <p>AND DISTRIBUTED BY THE COMMUNICATIONS DEPARTMENT</p>	<p>REGULATION NUMBER: 2525-02</p> <p>DATE OF ISSUE: 06/18/80</p> <hr/> <p>REVISIONS: 03/22/85; 12/30/87; 10/17/97; 07/12/19</p> <hr/> <p>PREPARING OFFICE: COMMUNICATIONS DEPARTMENT</p>
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I. PURPOSE:

To define the procedure for the publication and distribution of materials prepared by the Communications Department.

II. PUBLICATIONS:

A. The Community News

- 1. The Community News is the official newsletter of Topeka Public Schools. The purpose of the Community News shall be to communicate news, information, and educational items of significance and interest to the community and staff.**
- 2. The Community News is released twice a month on the 2nd and 4th Wednesday of the month with two separate versions. One version is tailored for staff, while the other is for parents and the community.**
- 3. Staff with story ideas for the Community News should submit the information to the Communications Department no later than the Thursday before the newsletter is released.**