

# Board Policy

## ESBOCES-Sponsored Information Media

Communications issued by and in the name of Eastern Suffolk BOCES shall reflect the high regard, professionalism, and aspirations of the people of ESBOCES. The editorial content and format shall be of high quality. The exercise of economy in materials and production is expected so long as the message or intent is not jeopardized. Whenever possible, printed materials should be produced on recycled paper and the words "Printed on Recycled Paper" should appear on the publication.

The following publications shall include the names of the Board members, the District Superintendent, the Chief Operating Officer, the Cabinet members, and the Directors, as well as the date of publication and the ESBOCES non-discrimination statement:

- brochures
- course catalogs
- manuals/books/booklets/covers
- ESBOCES/department/office newsletters
- ESBOCES employee handbooks/directories
- graduation/event programs
- playbills
- site level/student newsletters
- yearbooks
- mailers
- ESBOCES folders
- presentations (including video and PowerPoint)
- ESBOCES website

All media programs shall be consistent with the policies and goals of ESBOCES and the instructional guides approved by the Board.

### References:

- Administrative Regulation 2120R.1 - Distribution of Printed Materials

First Adopted: 7/1/03  
Readopted: 9/27/06  
Readopted: 7/11/07  
Readopted: 11/1/07