



# ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 4360

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CATEGORY: **Instruction, Cocurricular/Extracurricular**

EFFECTIVE: **1-29-62**

SUBJECT: **Student Body Publications, Publishing, and Financing**

REVISED: **2-18-03**

## A. PURPOSE AND SCOPE

1. To outline administrative procedures governing the publishing and financing of student body publications.
2. **Related Procedures:**

Nonstock supplies, materials, and services .....	2415
School newspapers .....	4361
Student body bids and purchases .....	2435
Student body requisitions and purchase orders .....	2437
Student free speech .....	6210

## B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: F-3500, F-3700, H-5000, H-5100; Education Code Section 48907.

## C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Institute for Learning.
2. **Types of school publications** that may be printed primarily for student consumption include school newspapers, annuals or yearbooks, and literary anthologies.
3. **Principal is responsible** for management and financing of all school publications; principal may delegate supervision of school publications to one or more staff members.
4. **Advertising space may be sold** in school newspapers and yearbooks.
5. **Financial Responsibilities**
  - a. **Literary magazines** are considered to be a direct outgrowth of classroom instruction and must be financed with instructional supply funds. Standard district nonstock purchase procedures should be used. (Procedure 2415)

- b. **Junior high/middle school newspapers** may be financed with:
  - (1) Student body funds, using standard student body purchase procedures. (Procedures 2435 and 2437)
  - (2) Instructional supply funds, using standard district nonstock purchase procedures.
- c. **Senior high school newspapers** are financed primarily from tax dollars and augmented by student body funds, using standard purchase procedures.
- d. **School annuals**, when sponsored by either a junior high, middle school, or senior high graduating class, must be financed by the class.
- e. **Student body activity cards** may be sold at an all-inclusive rate for a group of activities such as athletic events, special assemblies, and school newspapers.

## D. IMPLEMENTATION

### 1. Bid and Contract Awards

- a. **Principal or designee** determines school's publication needs and designates staff to advise on publication; submits printing specifications for competitive written or telephone bids to at least three printing firms when printing costs total \$500 or more; maintains a record of bids in student body records.
- b. **Printing firms** submit bids in accordance with specifications.
- c. **Principal** authorizes awarding publication printing contract to *lowest bidder*, provided specifications are met.

### 2. Printing Orders

- a. **Use of student body funds:** Printing shall be ordered by student body requisition and purchase order procedures.
- b. **Use of district funds:** Printing shall be ordered by standard district nonstock purchase procedures.

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3. **Teacher/adviser** supervises student activities for publishing a publication; duties and responsibilities vary from school to school, depending in part upon extent and status of a publication.

**E. FORMS AND AUXILIARY REFERENCES**

**F. REPORTS AND RECORDS**

**G. APPROVED BY**



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Chief of Staff, Terrance L. Smith  
For the Superintendent of Public Education