

**PRINTED MATERIALS, PUBLICATIONS, NEWS RELEASES
AND SALE OF TUCSON SCHOOL DISTRICT #1 PUBLICATIONS**

ADMINISTRATIVE REGULATION

1020

Requests for printing and duplicating materials will be approved only for District #1 schools, departments, student activity projects and other school-connected activities.

Printed materials for public distribution and all news releases of system-wide significance are cleared through the Director of Publications.

Requisitions for printing are forwarded to the office of the Assistant Business Manager.

Publications, teacher guides, etc. approved for distribution may be sold by the Educational Materials Center at the price established by the Business Department.

Ordinarily, no charge is made for single copies of District publications requested by curriculum libraries or other bona fide sources. However, whenever feasible, these requests should be handled on an exchange basis.

The Tucson Public Schools Directory containing the names, addresses, and telephone numbers of District #1 personnel cannot be sold, distributed or given to anyone outside the system without approval of the Personnel Director.

**TUCSON UNIFIED SCHOOL DISTRICT
TUCSON, ARIZONA**

Adopted: August 16, 1960
Revised: February 16, 1971