



KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

ADMINISTRATIVE REGULATION

Regulation Name: Board Logo Use
Section: Board and Community

Regulation Code: B-5.1.1
Policy Code Reference: B-5.1

Established: June 14, 1999
Revised or
Reviewed: May 26, 2005, December 1, 2009, October 24, 2013, April 9, 2018,
October 25, 2022

1. OBJECTIVE

This administrative regulation provides specific guidelines for the use of a Board logo.

2. APPLICATION

This administrative regulation applies to all employees of Kawartha Pine Ridge District School Board.

3. RESPONSIBILITY

The Corporate Affairs department is responsible for overseeing the use of the Board logos. Any employee using a Board logo is responsible for following the guidelines as outlined in this administrative regulation.

4. PROCEDURE

- 4.1 An official Board logo (original logo or the alternate logo) shall be used with precedence on Board or individual department communication material.
 - 4.2 All school letterhead, personal business cards, and all Board correspondence, advertising and other communications must include an official Board logo. School letterhead may also include the school's symbol or individual logo.
 - 4.3 All material distributed from schools, departments, programs, etc. shall include an official Board logo and may also include the name or symbol identifying the school, department or program.
 - 4.4 An official Board logo is to be used in its entirety without variation or change. However, the tree and the lake imagery of the logo may also be used as a design element in Board publications, when approved by Corporate Affairs.
 - 4.5 The logos can be reproduced either in their official colours in black or, as a design element, may appear as a reverse print within a single colour block.
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- 4.6 The logo and the elements of its structure may not be distorted or changed in any way, except for sizing purposes only.
- 4.7 Any questions or approval for logo usage should be directed to the Corporate Affairs Department.

5. RELATED POLICIES, ADMINISTRATIVE REGULATIONS OR PROCEDURAL DOCUMENTS

Board Policies:
[B-5.1, Board Logo Use](#)