

PROMOTE YOUR SCHOOL.

Resources and best practices to help you tell your school story.







@LASchools

@MichelleKingLA

@VivianEkchian

@SomosLAUSD



LosAngelesSchools

Lourdes Valentine | Marketing Director
Office of Communications and Media Relations
lourdes.valentine@lausd.net
213.241.6766

Objectives and Expectations for this Presentation

Objectives:

Share creative ways to promote your school

Outcomes:

- An invitation to think about at least three things to promote your school this school year.
- Need help? Contact me at lourdes.valentine@lausd.net or 213.241.6766



Key things needed from you during this session

Open-Minded | Creativity | Out of the Box Thinking | Collaboration



L.A. Unified in Action!





DESTINATION: A SUBSTANTIAL RETIREMENT YOUR FIRST STOP: ENROLL IN THE 457(b) PLAN TODAY

Start now to help build your retirement neet egg by investing in this LAUSD sponsored voluntary retirement plan. The 457(b) Deferred Compensation Plan makes it easy for you

What is the LAUSD 457(b) plan? What is the LAUSO 457(b) plan? A 457(b) plan is a trax-deferred compensation plan that works very much like other retirement plans such as the 403(b). Saving money while reducing taxes is the smart thing to do. The LAUSO 457(b) plan is designed to help you secure your retirement money in a low cost product sponsored by LAUSD for your benefit.

Who is eligible to contribute to the LAUSD 457(b) plan? All active employees are eligible to participate in the plan.

Don't let time pass you by.
The longer you put off
saving, the more expensive
It will become to afford your
retirement.

Why contribute to a 457(b) plan?

* Reduce Taxable Income: Deposit into your

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* Reduce Taxable Income: Deposit into your

* ACT(p) pinn are to redered. You reduce your

current taxes and only pay taxes when you

withdraw your mobile or before this pan.

* Low Cost: Because this is a District sponsored

pinn, LAUSD is able to other this plan at very low

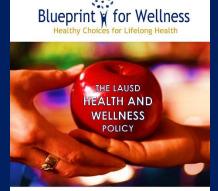
cost: The annual lee is 15%, which is 15 certs for

exercy 100.00 and is investment Annual reserves.

every \$100.00 plus investment fund expenses. • Loan Provision: You may take a loan against your account should you need money for any reason (all loans must comply with IRS guidelines) • No Penalty for Early Withdrawat: There is no 10% penalty for early withdrawal prior to age 59 1/2 and if you are separated from the District.

Additional Tax Savings: Double your tax savings by making tax deferred contributions to the LAUSD 457(b) pian and to your 403(b) tax















What is your story?



98%
ATTENDANCE RATE



How are you schools telling your story?

Curb appeal + Main office = A welcoming environment Promotional Materials

- School Factsheets
 Banners
- Newsletters
- Brochures

- Flyers/Posters
- Postcards

Website
Local Media
School and District Social Media
School Events
Traditional Outreach



Your students, their families, and your staff =

The power of the school story

What is the school message?

- A shared message (elevator pitch) with the school community.
- Be consistent.
- Be concise.
- Be clear.

Takeaway: If your school hasn't already, develop the consistent message for every school.

Survey Says...

Which of the following shaped your first impression of your school?*

- 1. Student or staff at school 63%
- 2. Reputation of school shared by someone within the community 48%
- 3. Welcome by office staff/office decor, etc. 33%
- 4. School information packet 28%
- 5. Letter received on school or district stationary 20%
- 6. Telephone call response by office staff/voicemail response/telephone transfer instructions/dedicated line for upcoming events recording, etc. 19%
- 7. School Newsletter 17%
- 8. Website Design 13%
- 9. School flyer or poster 13%
- 10. Other 9%
- 11. Advertisement in newspaper or magazine, radio, etc. 4%
- 12. White or Yellow page listings 3%

Students as Spokespersons

- Find the students who want to share the great experiences in your school. Find their parents.
- Student performances in the community.
- Campus tours conducted by students and parents.
- School event for community (beautification).
- Alumni find them, have them write their stories – share in front of students, parents, staff.

Parent Ambassadors

- Parents who are passionate about a school, have credibility, connections in the community, representatives of all parent groups.
- Have them write positive online reviews i.e. school's Facebook page, their Facebook page, Twitter, Instagram, Yelp, greatschools.org, etc.

Parent Ambassadors

Market Trends Schools Homes & Rentals Around

		Schools Find the best schools in 91344		
Elementary Schools Middle Sc	hools High Schools	Private & Charter Schools		
School Name		Parent Rating	Student : Teacher	Score
Andasol Avenue Elementary School		****	N/A	6
Castlebay Lane Charter School		***	N/A	9
Danube Avenue Elementary School		***	N/A	5
Darby Avenue Charter School		***	N/A	9
El Dorado Avenue Elementary School		AAAAA	N/A	3

^{*} School data provided by National Center for Education Statistics, Maponics, and GreatSchools. Intended for reference only. GreatSchools Ratings compare a school's test performance to statewide results. To verify enrollment eligibility, contact the school or district directly.

School Staff

- Keep staff informed of all the great things happening in your school.
- Share the staff stories those who really help to make your school great.

School Administrator

- Guest speaker at community events (i.e., service organizations, community council meetings, chamber of commerce, etc.).
- Civic center opportunities offer school facilities for community use.

A Welcoming Environment

- Curb enthusiasm
- Front Office / School Campus Greetings
- First impressions
- Greeters at meetings and school events

School Administrator

- Guest speaker at community events (i.e., service organizations, community council meetings, chamber of commerce, etc.).
- Civic center opportunities offer school facilities for community use.



Curb Appeal



"You belong here."



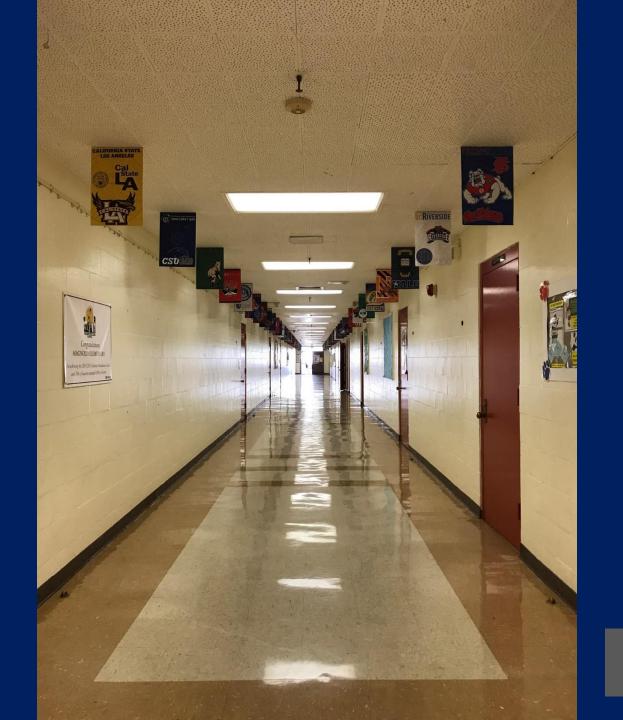
Westminster Avenue Elementary School Math & Technology / Environmental Studies Magnet

"We are a creative school."







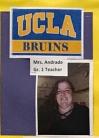


Magnolia Avenue Elementary School



WHAT COLLEGE DID YOU ATTEND?

























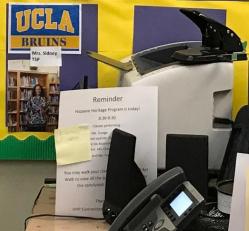














Avalon Gardens Elementary School





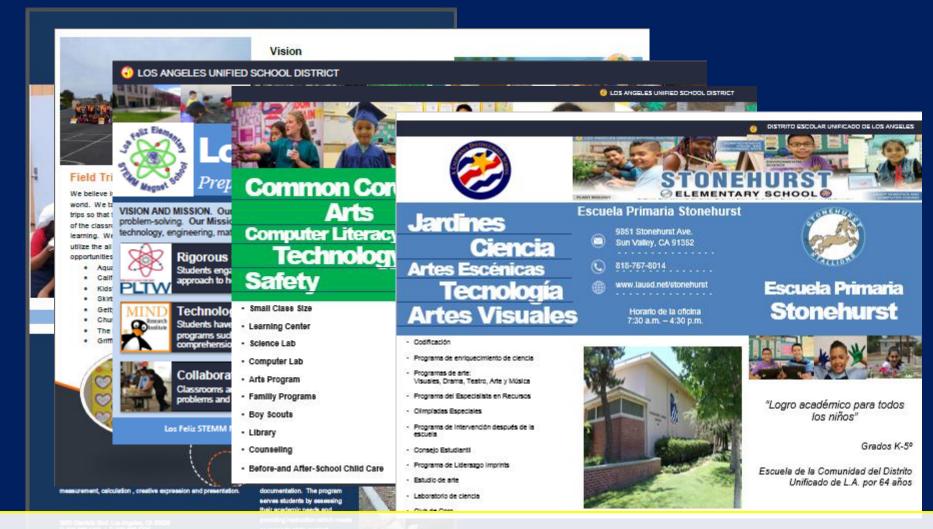
"All are welcome."



"We are a safe space."



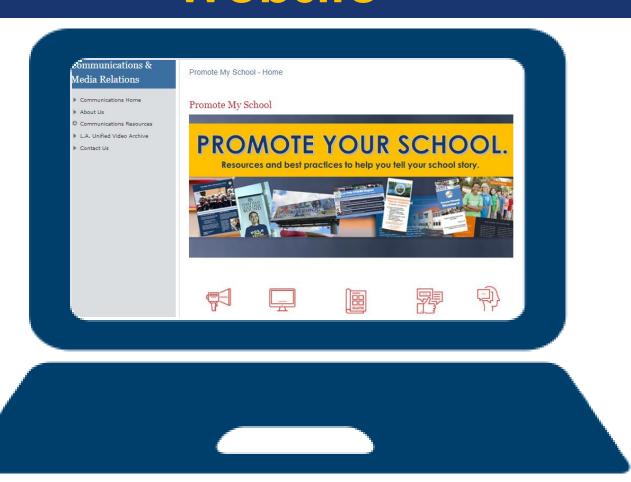
"You can do this."



F: 505-906-9431 | F: 342-906-5730 E: kts7414@leased.net www.glonieliz.com

Promotional Materials

Visit the PROMOTE YOUR SCHOOL Website



achieve.lausd.net/promotemyschool

Promote My School **Materials**

Web **Development** Resources •

How to **Advertise Your School**

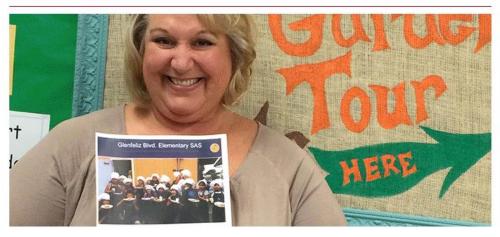
Sharing **School Pride**

Best **Practices Videos**

Communications & Media Relations

- ▶ Communications Home
- About Us
- O Communications Resources
- L.A. Unified Video Archive
- Contact Us

Promote My School













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If you have any questions or would like to share your suggestions and stories, please contact Lourdes Valentine at lourdes.valentine@lausd.net.

Best Practices

Principal Karen Reynolds shares the student art banner program at Short Avenue

Elementary School



Communications & Media Relations



Promote My



For Brochures, Flyers, School Factsheets

These are the steps to create brochures, flyers, etc.

STEP 1

Select your template.

Download and personalize the promotional material template from the choices below and add your school text, metrics, photos and change the color blocks to match your school colors.

STEP \

Print/View the Editing Basics Guide.

Print/View the <u>Editing Basics Guide</u> which provides instructions on how to add, edit and personalize your text, graphics and colors.

STEP

Print/View the Style Guide.

3

Print/View the Office of Communications <u>Style Guide</u> that includes tips and guidelines for writing clear and concise messages.

STEP 1

Email your draft materials.

Email lourdes.valentine@lausd.net with your draft materials and our office can review your document(s) for spelling, grammar, format, and appropriateness.



Stories About **Our Students**

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School Nam

SCHOOL LOGO HERE

LOS ANGELES

5555 Park Avenue, La



UPDATES

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Logo

Elementary School Name School Motto or Mission Statement Here

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Templates

More to come!

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School Mission Statement, Goal or School Motto Here. Lorem ipsum dolor sit amet, eget ut, risus et urus.

STORY OR SCHOOL

STORY OR SCHOOL

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PROCRAMS

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- . List Hem 3
- List Item 4
- . List Hem 5
- . List Item 5
- List item 7

5555 Park Avenue, Los Angeles, CA | Phone: 555.555.5555 | Fax: 555.555.5555 | school@email.com | schoolwebsite.edu



We're not just good, we're great!

STORY OR SCHOOL HIGHLIGHT 1

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STORY OR SCHOOL HIGHLIGHT 2

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PROCRAMS

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- List Item 6
- · List Item 7

5555 Park Avenue, Los Angeles, CA. | Phone: 555.555.5555 | Fax: 555.555.5555 | achool@email.com | achoolwebsite.edu

Things to remember

- Think about your audience: What's in it for them?
- School name is prominent
- School logo
- School colors
- School programs and metrics
- Quotes from students, families and staff
- Avoid District-speak; easy to understand
- Use attention-grabbing photos (happy faces ©)
- Diversity
- A clear "call to action"
 - Call (phone number) if you are interested in enrolling to (name of school).
- Translate in school's recognized languages
- Less can be more
- Focus groups and School Experience Surveys are insightful.

Printing Needs

LAUSD Reprographics Services Unit

Telephone: (562) 654-9052

E-mail: repro@lausd.net

Visit: http://repro.lausd.net

- Color/Black & White Copies
- Bound Books
- Posters
- Certificates
- Presentation Folders
- Letterheads
- Digital Banners
- Brochures
- Presentation Boards
- Postcards
- Mailing Services

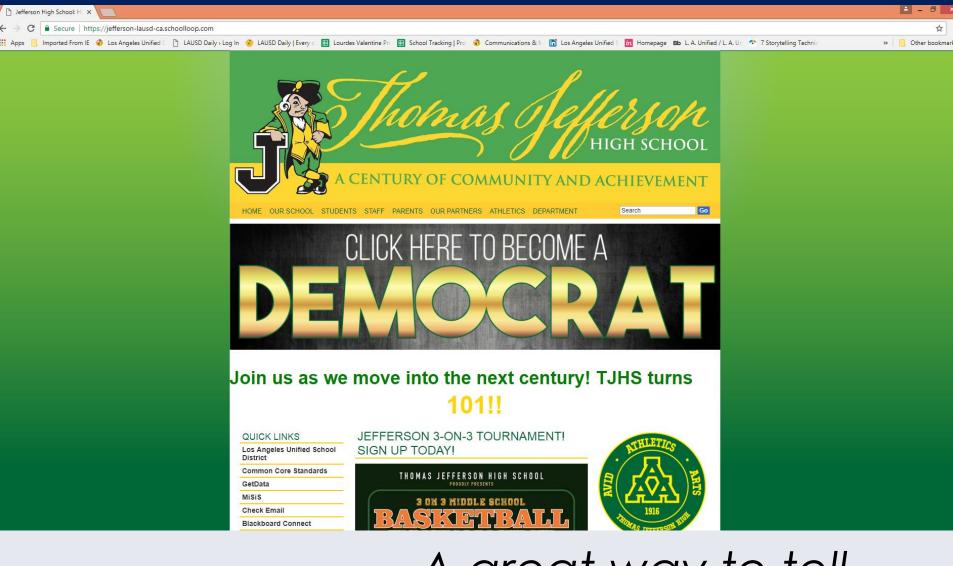
- Banners
- Foam Boards
- Signs
- Vehicle Wraps and Decals
- Heat Press Printing for Apparel
- Silkscreen Printing for Apparel
- Project Management
- Web Services
- Graphic Design

- Corporate ID / Branding
- Embossing
- Fulfillment Services
- Variable Data Programming and Printing
- Instructional Material (i.e, Common Core, Assessments, ELA Textbooks and Teacher Guides)

Have finished materials, now what?

SHARE! SHARE! SHARE!

- Parent Center
- Main Office
- Attendance Office
- Feeder schools
- Neighborhood businesses, i.e., libraries, hospitals, laundromats, stores, businesses, churches, etc.
- Send school information packet or materials with a personal note to prospective parents/guardians
- Neighborhood Council and Community Organizations
- Families and Staff can share, too



Website

A great way to tell your school story.

Web Development Resources

Communications & Media Relations

- ▶ Communications Home
- About Us
- O Communications Resources
- L.A. Unified Video Archive
- ▶ Contact Us

Promote My School - Home

Promote My School





School Materials





How to Advertise Your School



Sharing Schoo Pride



Questions o

Welcome to the PROMOTE MY SCHOOL website, which is designed to share creative ways to promote L.A. Unified's amazing schools!

Resources

Within this website, we have provided templates, resources and best practices to help you promote your school. These include tips for creating a welcoming environment, promotional materials, school advertising guidelines, website and other online development. This website will continue to evolve as we add successful techniques shared by our schools.

If you have any questions or would like to share your suggestions and stories, please contact Lourdes Valentine at lourdes.valentine@lausd.net.

Best Practices

Principal Karen Reynolds shares the student art banner sponsorship program at Short Avenue Elementary School.



Web Development Resources



IT Website Services

As Technology advances, websites have become the gateway to information about our District and individual school sites. Websites allow us to highlight and promote information while letting the viewer explore what we have to offer

Whether you're a school or an office, we have authorized tools needed to help establish your web presence.



Content Managers: New Page Editing Updates

Schoolwires Site Managers - Find out what changes are coming to help maintain your website. If you have any addition questions, please contact ITD Web Services at ITDWeb@lausd.net

Learn More

Web Development Resources



Website Policy

Our Website Policy provides a basic set of guidelines for schools and offices when using we tools to communicate information.



Website Examples

Take a look at some examples of school and office websites. Click here.

Click here to review the website options available.



Friendly URLs

Convert your website to a user-friendly URL that you can easily promote your school or office. School can also request their newly created URLs on Find-A-School. Request here.



Request Forms

See a list of services we offer to help support schools and offices. For access or other website-related request, click here.



Tutorials/Resources

Check our our tutorials and resources for our authorized website solutions.

School Sites: School Loop click here.

Departments: Schoolwires click here.



Web Tips

To help build an effective website, check out these Web Tips to help guide you.



Website Help

Through our authorized website solutions, we also have other resources and assistance available.

School Loop (Schools) click here.

Schoolwires (Offices), click here.



Dept Website Migration

In 2014, all departments went through a website migration onto a uniform platform, Schoolwires. If your department, has not migrated - please do so immediately. For more about the migration process for departments, click here to see archived information.



Video Hosting

District employees can upload and share video content online through our video hosting service.

Communications & Media Relations

- ▶ Communications Home
- About Us
- C Communications Resources
- L.A. Unified Video Archive
- ▶ Contact Us

How to **Advertise Your School**

Promote My School - Home

Promote My School









Sharing School

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Best Practices

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Communication Media Relation

STEP 1

Determine your funding source.

Schools may pay for school advertising via school donations and school-site budget (general, unrestricted funds). Please note that the donation should be specified by donor for this purpose. Title I is not an allowable expense for school advertising.

- ▶ Communications Hom
- ▶ About Us
- O Communications Resi
- L.A. Unified Video Arcl
- Contact Us

STEP 2

Contact your local district buyer.

Your procurement local district buyer can guide you and help research the costs of and procure the selected advertising media. Please see contacts below.

Local District	Local District Buyer	E-mail	Telephone Number
Local District Northeast	Lauren Pitpit	lauren.pitpit@lausd.net	(818) 252-5468
Local District Northwest	Jina Jung	jina.jung@lausd.net	(818) 654-3719
Local District East	Mario Fuller	mario.fuller@lausd.net	(323) 224-3179
Local District West	Michelle Conerly	michelle.conerly@lausd.net	(310) 914-2172
Local District Central	Zachary Watson	zachary.watson@lausd.net	(213) 241-0188
Local District South	Oscar Montes	oscar.montes@lausd.net	(310) 354-3558

Your local district buyers can also share the agencies that have access to the City of Los Angeles's database for light pole banner availability. Please note that there is a low value threshold of \$25,000 for each type of advertising media. Procurement will also track school advertising purchases and, if warranted, may issue a formal procurement action.

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STEP

Send draft advertising materials.

Send the draft advertising materials to Lourdes Valentine at Lourdes.valentine@lausd.net. If you wish, the Office of Communications is available for review of all school advertising concepts and materials and can check appropriateness, grammar, format and spelling.

restricted

STEP 4

Send the approved design to ad company.

Send your design or communicate approvals to the respective advertising company. Once the materials have been finalized and approved by the school administrator, send the file format (e.g. high-resolution j-peg) to the advertising company. The company will provide the specifications or "specs" and tell you the type of file needed as well as other details. The advertising company may design your school ad. If this is the case, communicate your approval of the design.

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Examples of School Advertising

Schools have inquired into costs about various traditional advertising like light pole banners, billboards, radio and newspaper advertising. The costs for advertising differs from the type of advertising to the size of the ad its placement or location. Below are examples for some of school advertising which have been placed.



Garfield High School Light Pole Banners

Description:

8-foot-high light pole banners were placed in August 2016 along a 1.5-mile-long stretch of Atlantic Boulevard - one of the busiest streets in East Los Angeles. Each of the 64 banners bore the photo of a smiling Garfield High School graduate holding the flag of the college or university they planned to attend in the fall, each bearing the proud caption: "Garfield is College Bound" Thus promoting the collegegoing culture at the East L.A. campus.

Approximate cost: \$15,000

Funding Source: School donations



John H. Francis Polytechnic High School Billboard

Description:

A 14' x 48' billboard was placed for Polytechnic High School for one month beginning Feb 2017, located near Sherman Way and Coldwater Canyon.

Cost: \$3,446 total for four weeks (\$2,500 placement, \$946 production)
Funding Source: Board office discretionary funds initially, another four-week
extension was paid for by the school.



Vista del Valle Dual Language Academy Billboard

Description:

A 12' x 24' billboard was placed for Vista del Valle Dual Language Academy beginning February 2017, located near Maclay and Adelphia.

Cost: \$2,698 total for four weeks (\$2,000 placement, \$698 production)
Funding Source: Board office discretionary funds

Communications & Media Relations

- Communications Home
- About Us
- Communications Resources
- L.A. Unified Video Archive
- Contact Us

Promote My School - Home

Promote My School





Promote My School Materials







Sharing **School Pride**

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Principal Karen Reynolds shares the student art banner sponsorship program at Short Avenue Elementary School.



Communications & Media Relations

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Sharing School Pride

Sharing School Pride

Welcome to the online album which features school promotion at its best! Please add to this album by submitting and sharing your school pictures and captions to lourdes.valentine@lausd.net.



"LOVE the templates you sent! I really like it and have already put together the post card and the flyer. It's quite easy for me to add the copy and insert the pictures. Great idea!!"

Principal Karen Sulahian,
 Glenfeliz Avenue Elementary School



Linda Esperanza Marquez Senior High School of Social Justice's main office welcomes everyone!



Garfield is College-Bound! A light-pole banner program featuring more than sixty Garfield High School graduates who are college-prepared and ready!



From student artwork to mural to inspiration quotes, Short Avenue Elementary School creates a welcoming environment.

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Promote My School - Home

Promote My School

PROMOTE YOUR SCHOOL.

Resources and best practices to help you tell your school story.





Promote My School Materials



Web Developmen Resources



How to Advertise Your School



haring School



Questions o

Welcome to the PROMOTE MY SCHOOL website, which is designed to share creative ways to promote L.A. Unified's amazing schools!

Within this website, we have provided templates, resources and best practices to help you promote your school. These include tips for creating a welcoming environment, promotional materials, school advertising guidelines, website and other online development. The website will continue to evolve as we add successful techniques hared by our schools.

If you have any questions or would like to share your sgestic s and stories, please contact.

est valendhe@lausd.net.

Best Practices

Principal Karen Reynolds shares the student art banner sponsorship program at Short Avenue Elementary School.

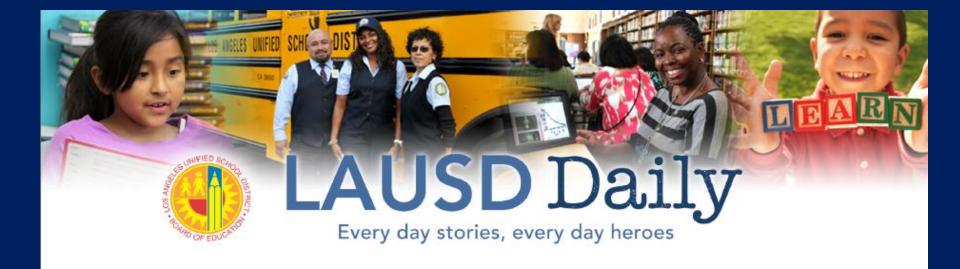


Best Practices Videos

Best Practice Video



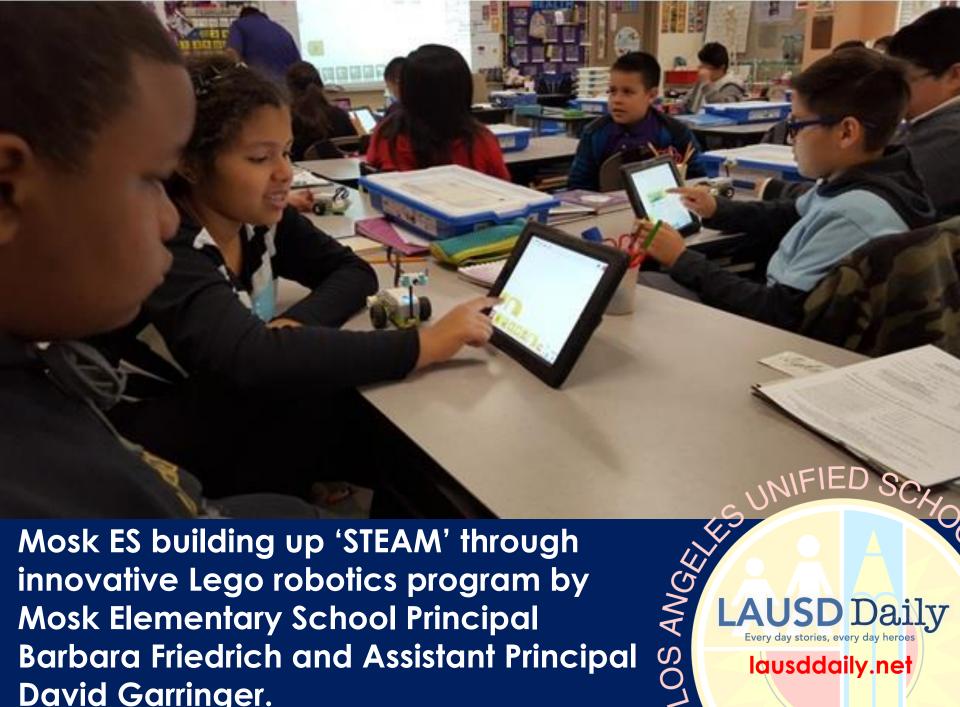
Principal Karen Reynolds, Short Avenue Elementary Sponsored Student Art Banner Program



Come visit! lausddaily.net



School of Visual & Performing Arts Senior Eileen Garrido sings from her heart.



Mosk Elementary School Principal Barbara Friedrich and Assistant Principal David Garringer.

lausddaily.net



"My life has been filled with many unexpected turns, unavoidable potholes, seemingly insurmountable hills, and unpromising moments..."





Social Media

Resource Guide coming soon!



Picture No-No's



Picture Yes's

Pictures can paint a thousand words.

What is your story?



Curb appeal + Main office = A welcoming environment **Promotional Materials**

- School Factsheets
 Banners
- **Newsletters**
- **Brochures**

- Flyers/Posters
- Postcards

Website **Local Media LAUSD Daily** School and District Social Media **School Events** Traditional Outreach



Your students, their families, and your staff = The power of the school story

We are here to help.

CONTACT US

L.A. Unified Office of Communications

333 S. Beaudry Ave., 24th Floor

Los Angeles, CA 90017

EMAIL: communications@lausd.net

PHONE: 213-241-6766

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