

District 192 Communications

Updated 08/08/2014

Style Guide

The Farmington Area Public Schools Style Guide is a resource to aide staff and representatives of the District in presenting a strong, unified image and communicating by clear and regular interaction. The Associated Press (AP) Style Guide is the preferred reference for the district. This document provides information on writing and publication styles specific to Farmington Area Public Schools, and clarifies areas where the district differs from AP Style or prefers one of multiple correct style options. Please refer to the AP Style Guide for general matters of grammar and punctuation or see the bibliography for other resources.

District Identity

Organization Names

- First reference in a document: District 192 Farmington Area Public Schools (FAPS) or Independent School District 192 (ISD 192)
- Later references: the District, District 192, ISD 192, or FAPS
- Whether you choose to use District 192 Farmington Area Public Schools or ISD192, please be consistent within your document and do not use them interchangeably in the same document.

Descriptive Phrasing

The descriptive phrase is to be used at the bottom of all news releases and may be used in other district publications.

- “Farmington Area Public Schools serve more than 6,500 students and 30,000 residents with K-12, Community Education and Special Education programs. The mission of Farmington Area Public Schools is to ensure each student reaches his or her highest aspirations while embracing responsibility to community.”

Organization Motto

The district motto may be used in employee email signatures and district publications.

- Farmington Area Public Schools: Igniting learning. Impacting community. Inventing our tomorrows.

Numbers

- Use numerals for dates, percentages, addresses, page numbers, dollar amounts, and ages.
- Do not begin a sentence with a numeral.
- Spell out numbers zero through nine.
- Use numerals for numbers 10 and greater.
 - Use the same style to express related numbers above and below 10; if any of the numbers are above 10, express all of them in numerals.



Punctuation

Commas

- For complete clarity, follow Strunk and White’s second rule, for serial commas: “In a series of three or more terms with a single conjunction, use a comma after each term except the last. Thus write, ‘red, white, and blue.’”

Abbreviations

- Always use the full name of a person, institution, or organization upon first mention. Afterwards the last name of a person and abbreviation of an institution or organization may be used.
- Common Farmington Area Public School Abbreviations:
 - Akin Road Elementary (ARES)
 - Farmington Elementary (FES)
 - Meadowview Elementary (MVES)
 - North Trail Elementary (NTES)
 - Riverview Elementary (RVES)
 - Gateway Academy (GWA)
 - Robert Boeckman Middle School (BMS)
 - Levi P. Dodge Middle School (DMS)
 - Farmington High School (FHS)
 - Instructional Services Center (ISC)
 - District Services Center (DSC)
 - Community Education (CE)
 - South Suburban Conference (SSC)

District 192 Usage: An Alphabetical List

The following is a list of terms commonly used by the district but not elsewhere. Please refer to this list for accurate spelling, capitalization, and punctuation practices.

A

Akin Road Elementary School (ARES), 5231 195th St.

B

Boeckman Middle School (BMS) [for informal communication or secondary mention]

C

Community Education (CE)

D

District Services Center (DSC)

Dodge Middle School (DMS) [for informal communication or secondary mention]

F

Farmington Elementary School (FES), 500 Maple St.

Farmington High School (FHS), 20655 Flagstaff Ave.

G

Gateway Academy (GWA)



I

Instructional Services Center (ISC), 510 Walnut St.
ISD 192 Extended Campus, 211 Third St.

L

Levi P. Dodge Middle School (DMS), 4200 208th St. [formal]

M

Meadowview Elementary School (MVES), 6100 195th St.

N

North Trail Elementary School (NTES), 5580 170th St.

R

Riverview Elementary School (RVES), 4100 208th St.
Robert Boeckman Middle School (BMS), 800 Denmark Ave.

S

South Suburban Conference (SSC)
Schmitz-Maki Ice Arena (Hockey)

T

Tigers [All Sports Teams; Never Lady Tigers]
Tiger Stadium [Football, Soccer, Track and Field, Lacrosse]

Bibliography

AP Style reference

<https://owl.english.purdue.edu/owl/resource/735/02/>

[Farmington Area Public Schools Logo Style Guide](#)

[Farmington Area Public Schools Social Media Style Guide](#)

[Farmington Area Public Schools Visual Style Guide](#)