Anoka-Hennepin Schools

# BRAND GUIDELINES





# TABLE OF CONTENTS

04 Introduction	16 Language	24 Patterns & Icons
06 Logo	18 Typography	26 Photography
12 Tagline	20 Colors	28 Schools
14 Messaging	22 Accessibility	32 Moodboard

# INTRODUCTION

### Introduction

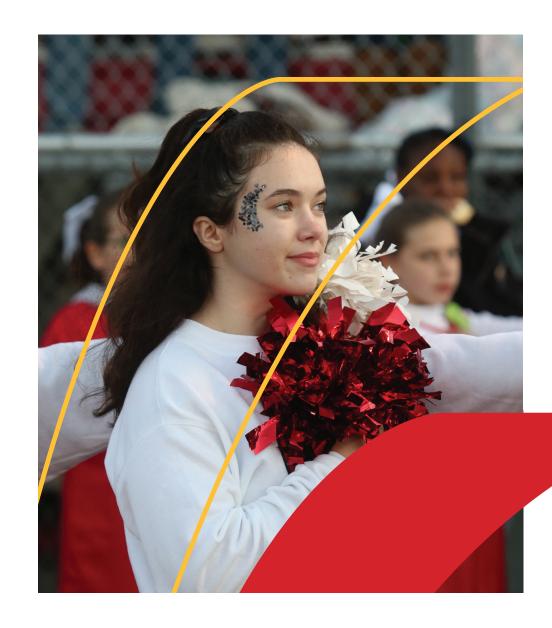
At the heart of Anoka-Hennepin Schools' identity is the logo and tagline, "A future without limit." The tagline is reflective of its schools, and also the staff, students, families and the community the district serves.

Brand Guidelines are designed to define the Anoka-Hennepin School District brand and help bring it to life through various communication outlets.

This book is a resource for website, e-newsletter and social media contacts on how to carry out their various communication tasks and stay "on-brand" with district messages and design.

Consistent use of these guidelines will bring a unified Anoka-Hennepin identity to both internal and external stakeholders, helping the district achieve its goal of preparing students for life.

Contact the Communication and Public Relations department if you have questions or comments about this book at <a href="mailto:comm.pr@ahschools.us">comm.pr@ahschools.us</a>. General questions, comments or news tips can be directed to <a href="mailto:news@ahschools.us">news@ahschools.us</a>.



# LOGO

# Logo

The current Anoka-Hennepin Schools logo has been in place since 2006. It is the primary visual element to identify the school district. We want our stakeholders to identify with the positive experiences and encounters they have with our staff, schools and programs each day. Consistency in design and imagery is a key factor in helping our stakeholders associate those positive experiences with the school district.

The district logo consists of three core elements, which have been specially designed and created in proportion to one another:

- The logotype an open "book" icon that grows up and outward. The initial idea was that the district is an "open book" when it comes to accountabilty.
- 2. The identifying words "Anoka-Hennepin Schools."
- 3. The tagline includes the phrase, "A future without limit."



# Logo variations

The Anoka-Hennepin Schools logo is versatile and available in horizontal and vertical formats, allowing for design flexibility.

To download files, view the district brand guidelines at www.ahschools.us/brandbook.

















The approved logo color is Anoka-Hennepin navy (see page 21 for color codes and more). There is also a white/reversed version.

The examples on the right show the approved color combinations. The logo can be placed on a variety of background colors within the approved color palette, offering considerable flexibility for print and digital applications.

















# Clear space

For maximum legibility, maintain clear space around the logo to avoid conflicts with other design elements. The minimum clear space is defined as the height of the "S" in Schools. This space should be maintained as the logo is proportionally resized.



## Minimum size

The Anoka-Hennepin Public School District logo should never appear smaller than the examples shown. You're communicating with the intended impact and legibility by ensuring the logo is always these sizes or larger.











Do not change the typeface or recreate the wordmark.



Do not use non-brand colors.



Distorting the logo's shape or altering its typographic appearance creates confusion and dilutes the brand identity of Anoka-Hennepin School District. Shown here are examples that violate brand standards and are not acceptable.



Do not remove elements of the logo.



Do not distort the logo by stretching it horizontally or vertically.



Do not add drop shadows or other text styles.



Do not outline the typography in the logo.



Do not place the logo on a background with insufficient contrast.



Do not place the logo over a image which compromises the legibility.

# TAGLINE

# Primary tagline

The district tagline applies to schools, staff, students, their families and the community members each school serves. The tagline serves as inspiration that there is no limit to what they can achieve and what their future holds.

# A future without limit

# Secondary tagline

One of the greatest impacts of Anoka-Hennepin Schools is the interactions that staff have with students and their families; and creating an educational experience that will carry its students throughout their lives.

It is the primary mission of the Anoka-Hennepin School District to educate each of our students for success. And students' goals and dreams for the future are vastly diverse. Whether preparing students with essential academic skills or instilling the district's core values (respect, responsibility, appreciation of diversity, integrity and compassion) in the educational experience. Students will leave the district ready to pursue whatever is next for them in life.

### PREPARING STUDENTS FOR LIFE

# 

# Messaging

Consistency with the messages shared with the public are a big part of building a strong brand. Whether it's a blog post, an advertisement, or even just an update on Facebook – we are communicating our brand. When those messages are positive, consistent and supportive, it is in alignment with building our brand as an outstanding school district where students have a future without limit.

Sending conflicting messages can confuse our stakeholders and actually negate the time and resources that we've already put into building our brand.

### Values

Respect	Appreciation of diveristy	Compassion
Responsibility	Integrity	

### Personality

Accountable	Proud	Sensitive
Compassionate	Successful	Friendly
Intelligent	Trustworthy	Collaborative
Honest	Dedicated	Helpful
Innovative	Responsive	Traditional
Fair	High-achieving	Caring
Respectful	Diverse	

### Mission

Our primary mission is to effectively educate each of our students for success.

### Vision

The vision of the district is to be a public school system of excellence, with high quality staff and programs and successful graduates.

# LANGUAGE

# Content formatting

### WRITING STYLE AND USAGE

The school district will follow the Associated Press (AP) style when writing and proofing content for brochures, websites, news releases, handbook and guidebook and other official documents.

AP style is standardly used in newspapers, magazines, news websites, and more. The AP styleguide is published and updated annually to reflect changes in writing style and new guidelines. The styleguide is organized by subjects/topics versus alphabetical order (like a dictionary).

### ABBREVIATIONS AND ACRONYMS

Spell out acronyms on first reference. Use the acronym after referencing it in parenthesis only after the full title is spelled out.

### **POSTAL ADDRESSES**

Use the abbreviations when listing a mailing address on an envelope, for example. All abbreviations should be followed by a period unless abbreviating a state. For example, NW.

#### **WEB ADDRESSES**

Web addresses should be listed using all lowercase letters. For example, use: www.discovercommunityed.com

#### **EMAIL ADDRESSES**

Email addresses should be listed using all lowercase letters. For example, use: firstname.lastname@ahschools.us

### OR CODES

Consider the audience and format when using a QR code. Some people are not ready or may not have the tools to use them. When possible, use a shortcut URL (ex. ahschools.us/enroll) in place of a QR code for efficient use of space. QR codes should be **reserved for print materials**; codes cannot be scanned by a smart device when it is in use. Limit to one code per document, allow for white space around and behind it.

### ABBREVIATIONS AND ACRONYMS

### Spell out acronyms on first reference.

 Blaine High School (BHS) is located at 12555 University Ave. NE, Blaine. The BHS mascot is a bengal.

### POSTAL ADDRESSES

Use the abbreviations when listing a mailing address on an envelope

 Anoka-Hennepin Schools Educational Service Center 2727 N. Ferry St. Anoka, MN 55303

### SPELL IT OUT

In every use except addresses, spell out street names.

• The school is on Ferry Street.

When referencing a state in a sentence, spell it out or use the AP-style approved state abbreviation.

- · Anoka, Minn.
- The Minnesota Department of Education.

### **EMAIL SIGNATURES**

An email signature is an opportunity for recipients to find where to contact you for more information and to learn more about the school and/or the district that you are representing. Any details other than your contact information should serve as a marketing tool for your school or the school district.

In businesses and organizations, streamlined and consistent email signatures present your school and district in a professional format. Email signatures also verifies that the email they are receiving is from a legitimate or official school/district employee.

### **AGES**

Numbers one through nine should be spelled out. Numbers higher than 10 should be referenced by numeric digits.

### COLLEGE AND PROFESSIONAL DEGREES

Spell out bachelor's, master's or doctorate when referring to someone possessing the degree. Abbreviations may be used following a comma when listing after a person's name.

### **COMMONLY QUESTIONED TERMS**

The following terms should be hyphenated:

All-dayHalf-day

• One-on-one

One-of-a-kindSchool-age

24-hour notice

The following terms should not be hyphenated:

· Child care

Babysitting

Self defense

Coed

### **DISTRICTWIDE**

Use as one word. Do not hyphenate. When used in the middle of a sentence, the word should not be capitalized. The word district should not be capitalized unless it is used with the district name.

### **EMAIL SIGNATURES**

First Name Last Name

Job Title, Department/Program or School Name Anoka-Hennepin Schools

Office: 763-506-XXXX | Cell: XXX-XXX-XXXX

ahschools.us

### **AGES**

Numbers one through nine should be spelled out.

- · Classes are for children ages three through five.
- Children ages 10 and up may participate in the field trip.

### DISTRICTWIDE

Use as one word. Do not hyphenate.

• Districtwide classes and activities will be posted on the community education website.

### **GRADES**

Numbers one through nine should be spelled out. Numbers higher than 10 should be referenced by numeric digits. Do not use subscript after numbers.

#### PHONE NUMBERS

Use hyphens to separate sections of phone numbers. Parenthesis are not recognized by mobile devices and smart phones. The "#" symbol is now recognized as a hash tag for searchable phases on the Internet. The word "phone number" should be spelled out whenever possible. When it is not possible, do not abbreviate the word "number."

### SCHOOL YEAR

Use the full year number when referencing one school year. Only the first year needs to be referenced by the full number when referring to a range of years. For example: She will attend kindergarten in the 2014-15 school year.

### SEASONS

The names of seasons should remain in lowercase letters unless referencing a proper title. For example: He previously taught art in the fall of 2007.

### **TECHNOLOGY TERMS**

The following technology terms are common questions. Appropriate usage is listed below:

- · website · Internet always capitalized
- online iPad/iPhone proper name
- · email · HTML always capitalized

#### DATES

Abbreviate the following months: January (Jan.), February (Feb.) August (Aug.), September (Sept.), October (Oct.), November (Nov.) and December (Dec.) when used with a date. For example, Sept. 1, 2023.

### **TIMES**

Use periods when abbreviating morning or afternoon/evening. 12:00 should be referenced as noon or midnight. Avoid posting times ending in zeros. If an event both begins and ends in the same time frame, it is only necessary to use "a.m." or "p.m." on the last reference.

### **GRADES**

Numbers one through nine should be spelled out.

- Kindergarten students or kindergartener
- · First-grade or grade one
- 10th grade

### PHONE NUMBERS

Use hyphens to separate sections of phone numbers.

Phone number: 763-506-1200

### **TIMES**

Use periods when abbreviating morning or afternoon/evening. 12:00 should be referenced as noon or midnight.

- Noon to 3:30 p.m.
- 1 to 3 p.m.
- 10 a.m. to 3:30 p.m.

# **TYPOGRAPHY**

### PRIMARY FONT FAMILES

### FUTURA

Use for headlines in print and electronic applications.

### **Futura**

### **ROBOTO BLACK**

Use for headlines and subheads in both print and web applications.

### **Roboto Black**

### **ROBOTO SERIF**

Use for headlines and subheads in both print and web applications.

## Roboto Serif

### **ROBOTO SLAB**

Use for Ssubheads in both print and web applications.

### **Roboto Slab**

### **ROBOTO**

Use for body copy in both print and web applications.

### Roboto

### SECONDARY FONT FAMILES

For digital applications when the primary typefaces are not available

### **GEORGIA**

Use for headlines and subheads in emails, Word docs or PowerPoint files only.

# Georgia

### **ARIAL**

Use for body copy in emails, Word docs or PowerPoint files only.

## Arial

Typefaces

Typography - the use and design of

in strengthening the brand and in

printed type - is an important element

communicating a unified personality for

stakeholders will begin to recognize official

documents from the district and schools.

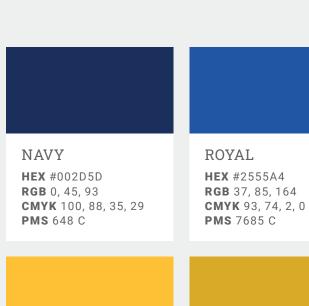
the district. By using the same fonts,

# COLORS Output Description:

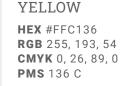
# Color palette

Color is a critical element in creating a memorable and lasting brand. Colors illustrate the personality of the district and its schools. The colors in the Anoka-Hennepin Schools palette complement and work well together, while also reflecting the majority of the schools within the district creating unity.

An official color palette has been selected to connect the brand of schools and departments to each other and to the brand of the school district.









MAROON **HEX** #61072D **RGB** 97, 7, 45 CMYK 39, 100, 60, 50 **PMS** 7421 C

GOLD HEX #DAA900 **RGB** 218, 169, 0 **CMYK** 16, 32, 100, 0 **PMS** 7752 C



**HEX** #D2232A **RGB** 210, 35, 42 **CMYK** 11, 99, 96, 2 **PMS** 1795 C

POWDER BLUE

**RGB** 117, 180, 227

**CMYK** 51, 16, 0, 0

**HEX** #75B4E3

**PMS** 542 C

**GREY** 

**HEX** #DCDDDE **RGB** 220, 221, 222 **CMYK** 12. 9. 9. 0 **PMS** 664 C

WHITE

**HEX** #FFFFFF **RGB** 255, 255, 255 CMYK 0. 0. 0. 0 PMS 100% WHITE

# ACCESSIBILITY

# Keeping text accessible

To create an accessible digital presence in accordance with Americans with Disabilities Act (ADA) guidance, color combinations should be limited to those listed here. Printed documents also should follow these standards. These combinations apply to all text, including presentations, infographics, charts, tables and text on top of images. The goal is keeping text accessible to individuals with visual impairments by meeting contrast minimums between the size and color of the text and the background.

The guidelines shown here are just a starting point to understanding accessibility. For more information on accessibility, consult <u>Yale University</u> and the <u>Web Accessibility Initiative</u>.

POWDER BLUE YELLOW GOLD GREY WHITE	
GREY WHITE	POWDER YELLOW GOLD
NAVY MAROON	
NAVY MAROON BLACK	RED BLACK
NAVY MAROON BLACK	BLACK
WHITE BLACK	YELLOW GREY
POWDER BLUE YELLOW GOLD GREY WHITE	
NAVY MAROON BLACK	RED BLACK
NAVY RED MAROON BLACK	

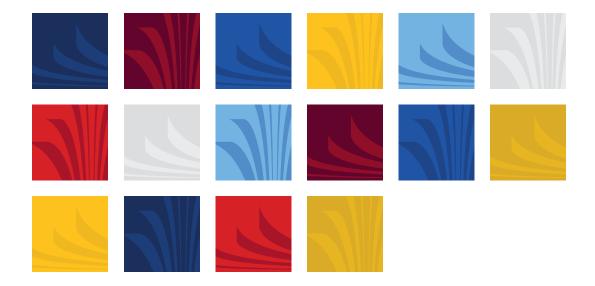


### Patterns

Refreshed brand guidelines use the district logo in patterns as a way to create graphic emphasis on titles, text or photos. Use of the patterns in the background of print or electronic communications as a bold or subtle design element can provide flexibility in design options. Zoom and crop on the patterns for use within proportion. (Do not stretch or distort.)



A package of approved icons is available to use in print and electronic formats to help stakeholders quickly and easily make connections in the district's brand to written content in newsletters, webpages, brochures, catalogs or signage for the district and its schools.































































# PHOTOGRAPHY

# Photography

A picture is worth a thousand words. Engaging photos communicate the school and district's personality in a powerful way and are effective in calling attention to news and messages.

- Capture scenes that are emotional and natural; try to think like a news photographer rather than a portrait photographer.
- Move in closer to capture action and emotion!
   Faces and natural interactions are more interesting than backs of heads or profiles.
- Select crisp photos with bright lighting and vibrant colors when possible.

### Best practices:

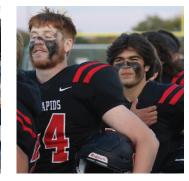
- Verify that students do not have photo restrictions.
- Select photos that illustrate engagement in education and activities. Avoid photos of students displaying hand gestures or symbols in poses.
- Be mindful of logos that are not relevant to the school/district. Avoid publishing photos of students or staff wearing text on clothing to minimize the possibility of inappropriate words, symbols or phrases in district and school publications.
- Check backgrounds before publishing a photograph; avoid distractions such as objects directly behind a subject's head.



















# SCHOOLS

## Schools

Consistency in branding is just as important for each school as it is for the school district. Approved logos for each Anoka-Hennepin school are listed on pages 32-33. To download files and access additional branding and marketing templates for each school, visit ahschools.us/brandbook.

Changes to school names must follow a School Board approved process; and changes to school logos must be done in consultation with the Anoka-Hennepin Schools Communication and Public Relations department and the district print shop. School name or logo committees should allow at least four and up to nine months to develop key concepts for the project and engage community stakeholders.

In alignment with school district strategic priorities and the continuous improvement model, it is preferred and most efficient to bring requests to Communication and Public Relations between the months of November and December each year, with the intent of conducting work on the project in the months of April and July each year.

Contact: comm.pr@ahschools.us 763-506-1140





























































































Adams Elementary School



Andover Elementary School



Brookside Elementary School



Champkin-Brooklyn Park Academy



Crooked Lake Elementary School



Dayton Elementary School



Eisenhower Elementary School



Evergreen Park Elementary



Hamilton Elementary School



Hoover Elementary School



Approved logos for Anoka-Hennepin elementary schools are shown here.

To download files visit our digital brand guidelines at <a href="https://www.ahschools.us/brandbook">www.ahschools.us/brandbook</a>.



Jefferson Elementary School



Johnsville Elementary School



Lincoln Elementary School for the Arts



Madison Elementary School



McKinley Elementary School



Mississippi Elementary School



Monroe Elementary School



Morris Bye Elementary School



Oxbow Creek Elementary School



Ramsey Elementary School



Rum River Elementary School



Sand Creek Elementary School



Sunrise Elementary School



University Avenue Elementary School



Wilson Elementary School

## Middle schools

Approved middle school logos are indicated on this page.

To download files visit our digital brand guidelines at <a href="https://www.ahschools.us/brandbook">www.ahschools.us/brandbook</a>.





Middle School









Jackson Middle School

Northdale Middle School

Oak View Middle School

Roosevelt Middle School

# High schools

Here are approved high school logos.

To download files visit our digital brand guidelines at <a href="https://www.ahschools.us/brandbook">www.ahschools.us/brandbook</a>.



Andover High School



Anoka High School



Blaine High School



Champlin Park High School



Coon Rapids High School



Sandburg Regional High School



Anoka-Hennepin Technical High School



Secondary Technical Education Program

# Specialty schools

Approved specialty school logos are indicated on this page.

To download files visit our digital brand guidelines at <a href="https://www.ahschools.us/brandbook">www.ahschools.us/brandbook</a>.



River Trail Learning Center



Anoka-Hennepin Online



Anoka-Hennepin Compass Programs



Two Rivers Transition Program at Franklin

# MOODBOARD Leading to the second seco

### OFFICIAL ELECTRONIC COMMUNICATIONS

# Brand examples

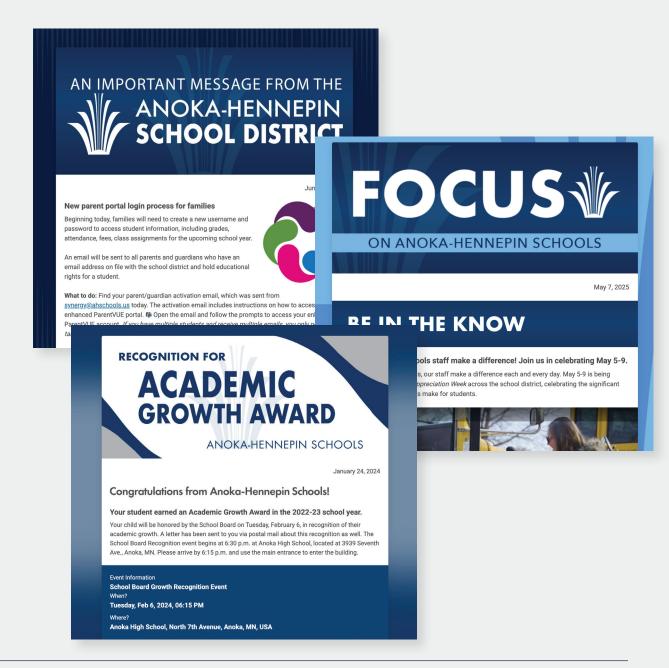
The human mind constantly searches for patterns in everything that it sees, striving to find the unified picture as a whole. If the mind cannot find pattern in what it's seeking, it has a high tendency to look elsewhere. When creating design (whether it's a website, brochure or ad), it's important to design in such a way that makes it easier, not harder for the mind to see the pattern.

Consistency with logos, fonts, icons and symbols help potential customers relate all the different messages they're seeing, and potentially what source they're coming from.

Consistency with imagery is just as important. The phrase, "a picture is worth a thousand words" is used for a reason – pictures can help convey ideas and feelings that can support the messages you're bringing across.

Every aspect of a organization's print and electronic communications should be presented with a uniform appearance and that is why consistency in design is so important.

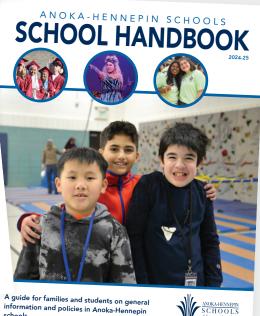
How can you use the many elements of our our brand identity system? Get creative! Here are just a few possibilities.

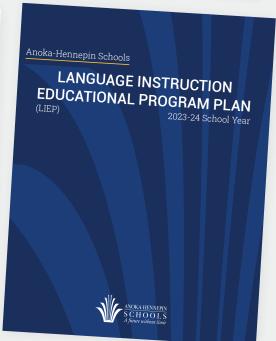


### DISTRICT PRINTED ITEMS/PUBLICATIONS









ANOKA-HENNEPIN S C H O O L S

schools.

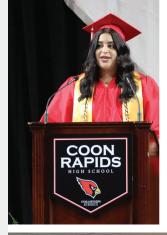
### SCHOOL SPECIALTY ITEMS

























### **EVENT PROGRAMS** COMMENGEMENT 23RD ANNUAL 34TH ANNUAL 50TH ANNUAL COMMENCEMENT Ceremony COMMEN primencement COMMENCEM TENTH ANNUAL EXERCISES Peremony Blai

SUNDAY, JUNE 1, 2025

3M ARENA AT 1901 MINNEAPOLIS

AT 1 P.M.

MONDAY, JUNE 2, 2025

GOODRICH FIELD ANOKA, MINNESOTA

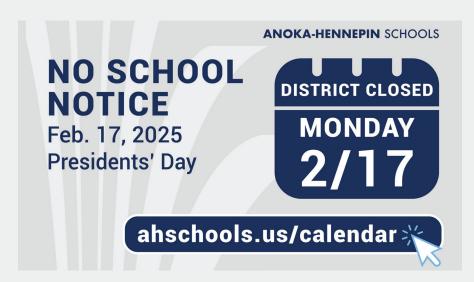
**JUNE 1, 2025** 

3M ARENA AT MARIUCCI 1901 4TH ST SE MINNEAPOLIS, MN 55455

### **ELECTRONIC SIGNAGE**

SUNDAY, JUNE 1, 2025

3M ARENA AT MARIUCCI 1901 4TH ST SE MINNEAPOLIS, MN 55455

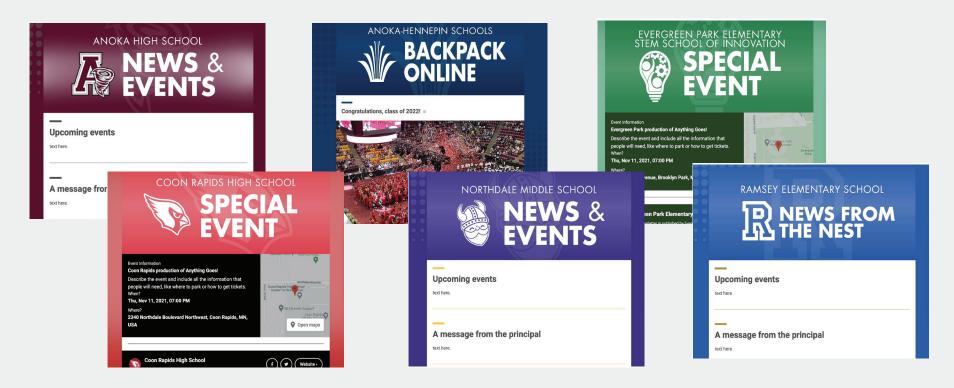




ANOKA TECHNICAL COLLEGE
1355 W HIGHWAY 10, ANOKA, MN 55303

WEDNESDAY, JUNE 4, 2025

### **SMORE TEMPLATES**



### **GOOGLE SLIDE TEMPLATES**













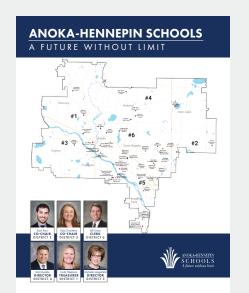








### BRANDED POSTERS/SIGNAGE FOR DISTRICT LOCATIONS





















### BRANDED POSTERS/SIGNAGE FOR DISTRICT LOCATIONS





















# Thank you

If you have questions about anything in this brand guide or if you're unsure if your communication materials best represent Anoka-Hennepin Schools, please email our communications coordinator at <a href="mailto:comm.pr@ahschools.us">comm.pr@ahschools.us</a>.

