

---

## **DISTRIBUTION OF MATERIALS THROUGH THE SCHOOL**

Community groups from time to time want to advertise their programs or events in schools. At times these groups may also want schools to send information home with students.

Displaying or distributing such information is at the discretion of the principal, subject to the following guidelines:

1. Content of material and/or program being advertised must conform to community standards and Board Policy.
2. Generally, only local organizations providing service of an educational or recreational nature will be considered.
3. The distribution of materials or information which publicly endorses or supports groups or organizations involved in a commercial endeavor for profit is prohibited.
4. Materials to be distributed to students must be counted and bundled in classroom sets by the organization before they will be accepted.
5. If a principal has any doubt as to the appropriateness of the material being displayed or distributed then they should seek guidance from the CEO or designate.

In the case of the distribution of books, schools must seek permission from parents first before handing out the free books. If representatives who are providing the books want to meet with students, a parent permission slip must be obtained before such a meeting can occur. This meeting should not take place during class time.