

DISTRIBUTION OF MATERIALS IN SCHOOL FACILITIES

The District, from time to time, permits the distribution of information about appropriate non-commercial activities through the school system. In order to avoid possible abuses and to assure that such materials remain appropriate, the following guidelines are established:

DISTRIBUTION OF MATERIALS

- Any external, non-commercial agency/organization wishing to utilize school mailboxes, bulletin boards, and/or student-to-home distribution must receive written permission in advance from the Superintendent or his/her designee. It will be the responsibility of the agency to pre-count and prepare materials for distribution.
- External agencies operating outside of the school shall not utilize mailboxes, bulletin boards, or distribute materials in any manner in a school or schools of the District without the express written permission of the Superintendent or his/her designee and only those materials approved by the Superintendent or designee may be so placed.
- However, students may not promote or sell goods, products or services in a school in the District that involves activities that are sponsored outside of school. Student may advertise, on a designated bulletin board, individual items for sale. Determination of appropriateness of materials or advertisements will be at the sole discretion of the Building Principal.
- Promotional or sales activities shall not be engaged in by staff members on school premises during the school day. Staff may advertise to sell goods, products, or services in staff rooms. There will be no direct solicitation of one staff member by another.
- Literature that may be considered political in nature will not be placed in employee mailboxes.
- The distribution of materials related to union activities may be distributed to the extent allowed by the negotiated agreement.
- The conditions stated above do not apply to activities sponsored by the District or the schools of the District.

Special considerations or exceptions may be made, subject to the approval of the Superintendent or designee.

Adopted: April 23, 1976

Revised: 3/8/77, 12/10/80, 11/1/83, 1/4/84, 4/2/96, 7/7/98, 6/21/17