



### **DISTRIBUTION OF MATERIALS IN THE SCHOOLS**

Individuals or groups wishing to distribute information or materials through the divisional mail delivery service shall first receive approval from the Superintendent's Department. If approval is given, the sponsoring individual or organization may be required to assume copying and/or delivery expenses resulting from the request.

Individuals or organizations may approach schools directly with requests to advertise within the school. The Principal has the authority to approve or decline requests to distribute information in the schools. He/she may choose to consult the school staff and/or the Advisory Council for School Leadership.

Attention shall be given to the following guidelines when requests to distribute materials in schools are being considered:

1. All decisions must be within the requirements of other Division policies.
2. The primary function of the school is the education of the student and all materials/activities approved for distribution advertising must have educational value to students.
3. Schools should not become a vehicle for the circulation of materials intended primarily for commercial gain, or which, for political or religious reasons, may be controversial in nature. Decisions regarding controversial matters should be discussed with the Superintendent, who retains the authority to prohibit the distribution of material in the schools. Decisions in this regard may be appealed to the Board of Trustees. (See also IGC, IGD)
4. Such fund-raising activities as walkathons, and skateathons, sponsored by outside agencies, are to be limited in number and are at the discretion of the Principal, in consultation with Senior Administration.
5. General information and/or announcements pertaining to an organization, agency, or individual should be made to the students by the Principal rather than by a representative of the organization. (See also DEA, DKC, KE and KEA)