

## DISSEMINATION OF MATERIALS THROUGH THE SCHOOLS

To make the cost effective use of administrative and instructional time, the Board of Education finds it necessary to impose limits on the dissemination of materials through the schools by the variety of external organizations sponsoring activities. These guidelines are:

- Materials originating from within the school system may be distributed.
- Material originating from organizations or courses outside the school system must be approved by the Superintendent of Schools or his/her designee prior to distribution.
- To be approved for distribution:
  - Materials should be of educational benefit to the students to whom the material is directed.
  - Materials should contain no commercialism.
  - Materials should serve no partisan political purpose.
  - Activities must relate to school matters or student-related community activities, and must be directly associated with children who are enrolled in the District.
  - Organizations should be non-profit organizations, municipal organizations, or community organizations with a nexus to the District's students and community.
  - The District will restrict flyers which could reasonably be predicted to cause substantial disruption.
- Materials originating from organizations or courses outside the school system which are approved for distribution will be required to bear a disclaimer as follows: "Distribution of this flyer does not constitute endorsement of an event or organization and/or agreement with the material content by the District or the Board of Education."
- Except for materials originating from within the school system, staff members are prohibited from sending home flyers, unless the flyer has been approved in accordance with these established procedures.

The Board requires the distribution of authorized materials on an equitable basis to all of those students at a given educational level who may benefit from the content of the material.

Approved: January 29, 2014