

Community Relations**Public Activities, Involving Staff, Students and/or School Facilities****Administrative Rule: Distribution of Non-School Sponsored Information****Authorization for Distribution:**

The Superintendent shall designate the administrator authorized to review and authorize distribution of materials under this policy. The information sponsor and affected school administrators shall be informed of approval or disapproval.

Distribution at School Sites:

Building administrators shall periodically inform students and/or parents about the policy on distribution of non-school sponsored materials at their schools.

Elementary Schools: Each school will identify a central distribution location at which the building administrator or designee will post and/or offer for distribution authorized materials under this policy. The building administrator will monitor this location for compliance with this policy and remove unauthorized or dated materials. Approved materials shall be sent home with students provided the sponsor has provided enough copies and grouped the materials by classroom counts for distribution into teacher mailboxes. (Classroom counts will be provided by the school upon request). Each elementary school may elect to limit distribution directly to students to a single day each week.

Middle and high schools: Each school will identify a central distribution location(s) at which the building administrator or designee will post and/or offer for distribution authorized materials under this policy. The building administrator will monitor this location for compliance with this policy and remove unauthorized or dated materials.

Policy Approved: June 25, 2012

Policy Revised: September 23, 2013