

## **Materials Distribution**

In an effort to limit disruption to a school's educational environment and to assure a safe working and learning environment, distribution of pamphlets, flyers or similar materials shall be done under the following conditions:

1. All materials for distribution must be pre-approved by the building Principal.
2. All materials are to be distributed by the Principal or a staff member as directed by the Principal.

The administration shall determine distribution procedure(s). Such procedures may include:

1. Distribution to before or after class if materials are not directly related to the district's instructional goals;
2. Notification to students or parents of material(s) availability in a specified location if this procedure is deemed less disruptive to the educational process. Posting of material on bulletin board or placed on a table near the main office. Material will remain for one week, then be disposed; or
3. Solicitation of school-related groups such as parent organization(s) to distribute materials at their respective meeting(s);
4. Elementary Schools materials will be distributed to students by classroom teachers the second Monday of every month school is in session. Materials must be in groups of 30 per class. Left over materials distributed to classes will be recycled;
5. Secondary Schools will provide a table for materials for pickup by interested parties and community bulletin board where information flyers may be posted.

The practice of distributing pamphlets, booklets, flyers, brochures and other similar materials shall be periodically reviewed by the Administration to ensure that the mere volume of requests has not become an interruption to the educational process.