

ADMINISTRATIVE PROCEDURE 325 DISTRIBUTION OF INFORMATION OR MATERIALS

1. All material and information distributed within or through schools shall be accurate and promote the goals of the district and school.
2. Recognized charitable organizations and other organizations having educational or community service attributes may apply, and be authorized by the Superintendent or the Superintendent's delegate to have information or materials distributed.
3. Any information presented to students in the schools by outside individuals, groups or agencies shall be reviewed and approved by the Superintendent or the Superintendent's delegate, prior to its distribution to students.
4. School staff shall ensure that all material and information is appropriate and approved by the Superintendent or the Superintendent's delegate prior to distribution. Any material and/or information that the Principal deems to be inappropriate for distribution shall not be distributed.
5. School principals may approve the posting in the schools of information which promotes or advertises the activities of groups which operate within that school community only where the activity is deemed to be in the best interest of students and/or the school community. Any such advertising material and/or activity shall not be of a political or partisan nature.
6. The Superintendent, at their discretion, may direct the principal to obtain signed parent/guardian/caregiver consent forms prior to access to students and/or the distribution of information or materials. The following guidelines will apply:
 - i. The approved organization or person is responsible for providing to the principal sufficient quantities of consent forms, information or materials, but shall not distribute the consent forms, information or materials directly to students.
 - ii. Students will be provided a consent form to take home for parent/guardian/caregiver written consent. The principal shall be responsible for the distribution of consent forms, information or materials to the students.
 - iii. All signed consent forms for access and/or distribution of information or materials will be retained at the school office for a full year.
 - iv. Upon written consent by a parent/guardian/caregiver, a student will receive the information or materials.