

DISTRIBUTION OF MATERIALS ON SCHOOL PREMISES

Instructional materials should not be submitted for distribution to the schools through the central office distribution system until they have been approved by the assistant superintendent of instruction.

Materials from sources outside the school system should have approval of the superintendent of schools or designee prior to distribution through the school delivery service to the individual schools.

Materials from bona fide professional organizations may be distributed to the individual schools through the main office delivery service when these materials have been approved by the superintendent of schools or designee. Approval will be based on judgment as to the professional nature of the materials. It is expected that no organization will request the distribution of promotional membership material more often than is reasonable in view of the limited facility of the distribution service.

Adoption Date: November 13, 2000