

ADMINISTRATIVE PROCEDURE

No. P-4230

MATERIALS DISTRIBUTION

Procedures for Distribution of Information and Material

Prescott School District policy permits distribution to students and/or posting in the schools of information or material of a civic and noncommercial nature. Commercial advertising and/or announcements are not permitted except those specifically approved by the superintendent or designee

The guidelines for distribution of information and material are as follows:

- A. All information to be displayed or distributed through the Prescott School District must be approved by the superintendent or designee.
- B. Material, with a copy of the signed authorization page, bearing the superintendent's (or designee) approval must be presented to the school principal or designee for verification before distribution will be made.
- C. Two approved copies of a poster may be displayed.
- D. Materials for distribution should be prepared in packets of 25. Enrollment of individual grade levels will be made available upon request.
- E. Once approved, the Principal will make final decision/disclosure on how materials are distributed in individual classrooms.

These guidelines will be provided to all organizations and individuals who request permission to distribute materials to students.

Date: 2010-2011 School Year
To: Representatives of community and area organizations
From: Dr. Bill Jordan, Superintendent
Re: Procedures for distribution of information and material in the
Prescott School District

Prescott School District policy permits distribution to students and/or posting in the district information or material of a civic and noncommercial nature. All such material must be approved by the superintendent or designee. Commercial advertising or announcements are not permitted.

The procedure for the distribution of information and materials in Prescott School District are noted on the reverse of this sheet. Please share this information with the appropriate members of your organization.

We appreciate your cooperation in the established procedures. We believe they have been beneficial to our students, parents and school employees and hope that the process is successful for your organization as well.

Thank you for your assistance in meeting the expectations of our School Board's Policy and procedure. If you have any questions, please contact the Superintendent's office. We will be pleased to assist you in any way we can for the benefit of our students and community