



Individuals or groups wishing to distribute information or material through the Administration Offices mail delivery services shall receive approval from the Superintendent's Department. If approval is given, the sponsoring individual or organization may be required to assume copying and/or delivery expenses resulting from the request.

Individuals or organizations may approach schools directly with requests to advertise within the school. The Principal has the authority to approve or refuse requests to distribute information in the schools. He/she may choose to consult the school staff and/or the Parent Council.

Attention shall be given to the following guidelines when requests to distribute materials in schools are being considered.

- All decisions must be within the requirements of other Division policies.
- The primary function of the school is the education of the student and all materials/activities approved for distribution advertising must have educational value to students.
- Schools should not become a vehicle for the circulation of materials intended primarily for commercial gain, or which, for political or religious reasons, may be controversial in nature. Decisions regarding controversial matters should be discussed with the Superintendent, who retains the authority to prohibit the distribution of material in the schools. Decisions in this regard may be appealed to the Board of Trustees. (See also IMB, IMC)
- Such fund-raising activities as walkathons and skate-a-thons, sponsored by outside agencies, should be discouraged. In any event, the school should establish the maximum number of activities of this nature which it intends to support each year.
- Non-competitive activities among schools should be encouraged.

General information and/or announcements pertaining to an organization, agency, or individual should be made to the students by the Principal rather than by a representative of the organization.