

**MATERIALS DISTRIBUTION IN THE SCHOOLS**

Individuals or groups wishing to distribute information or material through divisional mail delivery services need the approval from the Superintendent's Department. If approved, the sponsored individual or organization may be required to assume copying and/or delivery expenses that result from their request.

Individuals or organizations may approach schools directly with requests to advertise within the school. The principal has the authority to approve or reject requests to distribute information in their school. They may also choose to consult school staff and/or the Parent Council about the requests.

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

- The school's primary function is the education of students. All materials and/or activities approved for advertising distribution must have educational value to students and abide by divisional policies and procedures.
- Schools should not become a vehicle for circulating materials intended primarily for commercial gain, or for political or religious reasons that may be controversial in nature. Decisions about controversial matters should be discussed with the superintendent, as they have the authority to prohibit the distribution of materials in schools. The Board of Trustees may appeal decisions of this nature. (See also IMB)
- Fund-raising activities like walk-a-thons and skate-a-thons, which are sponsored by outside agencies, should be discouraged. In the event they occur, the school should establish the maximum number of activities like this it intends to support each year.
- Non-competitive activities among schools should be encouraged.
- General information and/or announcements about an organization, agency or individual should be made to students by their principal, rather than by a representative of the organization. (see also JJE, KHA and KGD)



KHC

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Gideon Bibles

A letter indicating that the Gideon organization would like to distribute Bibles to grade 5 students should be sent home to grade 5 students. Parents must indicate that they want their children to be involved in receiving a Gideon Bible. It is an 'opt in' consent.

Cross Reference:		
Date Adopted: August 1, 2017	Date Amended:	Board Motion(s):