



Capital School District

Board of Education Policy

Section: Administration
Title: Materials Distribution
Policy #: 200-04
Date Approved: 07/18/12
Date Revised: 04/25/12

Purpose:

This policy is designed to provide individuals and groups within the community information regarding materials that may be distributed within the schools and the proper manner for obtaining approval for distribution.

FREE MATERIALS DISTRIBUTION IN SCHOOLS

Commercial organizations offer many materials for use by teachers in the classroom. Some of these materials are of high educational value with little or no advertising emphasis. Other materials are primarily advertising and have only limited educational value.

In general, supplementary printed materials from commercial, political, religious, or other non-school sources should have the approval of the Superintendent before being used in the schools. This approval may be given to materials which are of obvious educational quality, which supplement and enrich text, and reference book materials for definite school courses, which are timely and up-to-date, and which promote American democratic ideals and moral values.

Advertising materials of commercial, political, or religious nature should not be displayed or distributed in the schools or on the school grounds. Pupils may not be used as the agents for distributing non-school materials to the homes without the approval of the Superintendent.

Teachers may use special aids (non-printed materials) such as media and other technology aids, models, pictures, charts, and exhibits for educational purposes with the approval of the principal although such materials may bear the name of a commercial business firm which may have provided the aid.

Educational media secured from or through commercial sources shall be approved by the Curriculum Department prior to their use in the schools.

SPECIAL INTEREST MATERIALS – DISTRIBUTION IN THE SCHOOLS

Special interest materials to be distributed in the Capital School District schools must be approved in advance by the building principal. If any doubt about the appropriateness of the material exists, the principal shall request the decision from the Superintendent whether the material is to be disseminated. This approval should be made in advance of any such dissemination of material.

POLITICAL CAMPAIGN MATERIALS DISTRIBUTED IN THE SCHOOLS

No political campaign materials shall be distributed in the Capital School District Schools without permission of the Superintendent of Schools. However, this does not preclude the use of such materials for the normal educational process in the Capital School District's curriculum. Such use of materials shall be directed towards education of the American political structure and be of educational value to all participating students.