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DISTRIBUTION/POSTING OF PROMOTIONAL MATERIALS IN SCHOOLS

Individuals or groups wishing to distribute information or material through the Administration Office mail delivery service must receive approval from the **Chief Superintendent** *or designate*. 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, in which instance the Principal individually has (or Principals as a group have) the authority to approve or decline requests to distribute information in the schools.

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 **Chief Superintendent** *or designate*, 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.

ADOPTED	REVIEWED	REVISED	PAGE
		09-Jun-09	1 of 1
		11-16-19	