



## AP 570 – DISTRIBUTION OF MATERIALS

### BACKGROUND

---

The Division authorizes the delivery and distribution of materials in accordance with these procedures.

### PROCEDURES

---

1. Individuals or groups wishing to distribute information or material through the Division's internal mail service or electronically to schools must receive approval from the Division's communications and marketing office. The distribution of materials from external organizations is based on the division's determination of its value to schools and their communities. Approval of materials will be provided at the division's discretion.
2. The Division expects that decisions with respect to which materials may be distributed to students and staff members in schools shall be made by the Administrators acting individually or as a professional group in consultation with the Director, with their Superintendent of Education, or with the communications and marketing office.
3. While it is not intended to restrict the distribution of materials supplied by genuine, community-oriented organizations, schools should not become a vehicle for the circulation of advertising materials intended primarily for commercial gain, political or election materials or propaganda materials that are inflammatory in nature or intent.
4. Materials will not be distributed to students on an individual basis. Material should come in either digital format to be included in school newsletters or in a poster/handbill form for display on bulletin boards.
5. All non-instructional materials distributed to schools must comply with Board Policy 15: Human Rights Equity.

Date Last Revised: April 2022