

- Procedure Number: 1030
  - Procedure Name: Distribution of Information Through Schools
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**Distribution of Information Through Schools****Guiding Principles for Administrative Procedures**

1. Each school shall have written guidelines regarding the distribution of information from school to home.
2. Guidelines for information to be sent home from school must be clearly stated and well communicated to staff and parents.
3. School-based guidelines must also include the following:
  - All information which is not school initiated but permitted to be distributed through the school must clearly indicate the author and/or organization being represented.
  - All information of a commercial, political or religious nature shall require the addition of the school PAC President in the process if such information is intended to be distributed by the school.
  - The principal of each school has the authority to approve or veto any information distributed to homes from school.