

DISTRIBUTION OF INFORMATION

The Board of Education recognizes that effective communications are frequently a part of worthwhile civic and community projects.

However, students may not be used to convey promotional information except in those cases judged by the Superintendent or his/her designee as directly related to the educational tasks of the school system.

Approval from the Superintendent or his/her designee is required before a person or agency may:

- distribute circulars, handbills, cards or advertisements of any kind;
- make announcements of any nature;
- take up contributions on any school premises for any purpose.

Any flyer approved for distribution from a non-profit agency or organization must include the following statement:

*“This is not a West Des Moines Community School District publication, nor is it in any way endorsed or sponsored by the district. This publication is being provided only to inform you of other available community activities and opportunities.”*

Approved 4-10-89 Reviewed 11-22-99 Revised 04-09-07