

# KHC - DISTRIBUTION OF NON-SCHOOL MATERIALS

The Board wishes to minimize intrusions on the teaching and learning time of students and staff. While there are many worthy activities in the communities served by Cape Elizabeth Schools that are sponsored by various non-profit organizations, the Board believes that students should not be used to distribute or carry home flyers, brochures, or other materials that are not directly related to school programs, school curriculum, or school-related activities.

Only the following materials may be distributed to students to be carried home, shared electronically, and/or posted in the schools:

- I. Communications from the Board, Superintendent, school administrators, and school staff such as newsletter, letters to parents/ guardians, announcements of meeting s or events, school forms, and classroom information;
- II. Information and notices concerning school-sponsored activities and programs for students and/or parents/guardians;
- III. Information and notices concerning activities and programs offered by groups affiliated with Cape Elizabeth Schools, such as parent-teacher organizations and booster groups; and
- IV. Information and notices from municipal, state, and federal agencies concerning programs available to students.

To minimize disruptions to classes, the building principal may limit the frequency with which non-school materials may be sent home with students.

## Cross Reference:

- [KHB- Advertising in the Schools](#)

## Adopted:

- May 14, 2019

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