

# Material Distribution Policy

## **Campus Distribution**

Written and printed materials, handbills, photographs, pictures, petitions, films, tapes, or other visual or auditory materials may not be sold, circulated, or distributed on Promontory School of Expeditionary Learning property by a teacher, staff, student, parent, or volunteer without the prior approval of the director.

Non-education related materials are prohibited from being produced on school equipment such as copiers, computers, fax machines and other technical equipment. Only authorized personnel are permitted to operate school equipment.

## **Community Distribution**

All external public relations efforts are managed through the front office of the school, safeguarding the privacy of the school community as well as the integrity of the school image.

All visiting media personnel must be approved, sign in and be accompanied on campus by authorized school personnel.

## **School-Wide Distribution**

All written, printed and electronic communication to parents/guardians beyond teacher-to-classroom communication should be approved by the director prior to distribution.

## **Classroom Distribution**

Written, printed and electronic communication from teachers to classroom parents/guardians should be proofread and free of grammatical and other errors. Communication sent to all classroom parents/guardians should be made available to the director, i.e., carbon copied (“Cc”) on electronic communication.

All communication should be professional and courteous.