

Hampton School District Policy	Section: <u>K</u> Code: KDCA Title: Use of Students in Public Information Program Category: R (Recommended) Page: 1 of 1
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USE OF STUDENTS IN PUBLIC INFORMATION PROGRAM

One of the strongest links of communications between the District and the public is the pupil in the classroom. Failure to provide parents with appropriate information may lead to misinformation about the schools.

It is the responsibility of the school administration to see that information regarding school activities, programs, and organizations is properly disseminated to parents.

The school administration shall take reasonable steps to ensure that the use of students as couriers is limited to carrying information about the school system, or a particular school, except as specifically provided in the following paragraph. School information may include publications, newsletter, notices or other printed matter published under the name of the District, the individual school, or the recognized parent/teacher group.

Students may serve as couriers for information generated by non-school organizations, subject to the following conditions:

1. It is clearly stated on the notice that the function being advertised is not a school sponsored activity when that is the case. The writing, or the printing, in this statement "not a school sponsored activity" should be at least twice as large as the writing or printing in the main body of the notice.
2. The sponsor of the information/activity is a non-profit organization and the activity is student-related;
3. The School Board reserves the right to refuse any request for distribution of such information, on a case-by-case basis;
4. The distribution of such information is subject to prior approval by the School Board;
5. All preparation of notices has been completed by the sending agency;
6. The classroom management of such notices does not place an unreasonable administrative burden on school personnel;
7. The school is not held responsible for the actual delivery of the notices once it is given to the students, or the return of replies to the sending agency;
8. The notice does not imply that school personnel will assist in the collection of funds or sale of any product or service; and
9. This policy does not apply prepared for school activities.

Information published by the District, individual school, employee organizations or unions, recognized parent/teacher groups, or non-school groups which advocates a particular position on bond issues, political matters, labor relations issues, or District budgets will not be distributed through the use of students as couriers or on School District property.

Adopted:	DATE: October 12, 2010
Reviewed:	September 1, 2010
Revised:	December 13, 2005
Cancellation:	Replaces KBF