

DISTRIBUTION OF SPECIAL INTEREST MATERIAL

FOR OFFICE USE	
APPROVED _____	NOT APPROVED _____
CONDITIONS _____	

Dear Community/Business Contact:

Thank you for visiting the Murfreesboro Board of Education Offices. The Board of Education Policy pertaining to the distribution of special interest materials is as follows:

Please Read Very Carefully
Descriptor #8.10

No special or supplemental printed materials or objects shall be distributed to school children unless they have been **pre-approved** first by **The Department of Communications**, next by the **school principal**, and finally by the **classroom teacher**. No materials or object shall be approved for distribution to school children unless its primary purpose is to benefit the child by supporting and enhancing education and learning. Materials may be deemed to support and enhance educational values if they contain announcements of non-profit enrichment activities for children.

Materials whose primary purpose is **religious, political, or commercial** shall not be deemed to have a primary purpose of supporting the educational program and shall not be approved for distribution unless they are being distributed as part of a regular classroom activity (e.g. social studies class on elections). In evaluating whether printed material or an object is suitable for distribution, its relevance to educational values, its timeliness, and the number of previously approved or anticipated distribution requests may be considered.

Materials or objects may be approved by **The Department of Communications** and disapproved by the **principal**, or **teacher**. In such event, **NO** distribution will be made. The **principal** and **classroom teacher** shall **not** distribute any item for which approval has been denied by **The Department of Communications**. Teachers may distribute to children without the specific prior approval of **The Department of Communications**, materials allowing children to order books and other printed materials from approved publishers and children's books.

<p>If you feel the materials submitted qualifies according to the above Board of Education policy, please read the following procedures that must be followed:</p> <ol style="list-style-type: none"> 1. Complete and submit the bottom section of this request at least one (1) week prior to date materials will be taken to schools. 2. Request must contain one (1) copy of the materials to be considered to the Central Office. 3. You and the schools will be contacted regarding the status of your request. 4. The materials to be distributed must be delivered to the schools in bundles of twenty-five (25). <p>As stated in the Board of Education policy, principal and/or teacher discretion shall determine if the material is suitable for classroom use.</p>
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PLEASE COMPLETE THE FOLLOWING:

Name: _____ **Phone:** _____

Email: _____

I have read the above and understand that the decision to distribute these materials is entirely at the discretion of the principal and/or teacher.

Signature: _____ **Date:** _____

If it was determined that your materials should not be distributed, please know that we are genuinely respectful of your need to reach as many homes as possible. At the same time, we hope you can be understanding that our priority, which your tax dollars pay us to uphold, is and must continue to be a prescribed program of instruction for the well being of the children. We regret that your material will not be handed out, and we thank you for being supportive of our primary mission.