

## **KDCA – 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, newsletters, 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. Information clearly states that it is not school-sponsored
2. Sponsor of the information/activity is a non-profit organization
3. Activity is student-related
4. Preparation of notices is to be provided by the sending agency
5. Management of such notices does not place an unreasonable administrative burden on school staff
6. School is not held responsible for the actual delivery of the notices or for replies to agencies
7. Notice does not include school personnel assisting in the collection of funds or sale of any product or service
8. School Board, or the Superintendent, reserves the right to refuse any request for distribution of such information, on a case-by-case basis
9. Distribution of such information is subject to prior approval by the Superintendent or his/her designee.

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.

### Statutory/Regulatory/Policy/Handbook Cross References

17 U.S.C. § 101 Copyright Act  
Handbook (Staff)

APPROVED: October 25, 2007

PREVIOUS POLICY: None