

ABINGTON SCHOOL DISTRICT
ABINGTON, PENNSYLVANIA

SUPERINTENDENT'S
ADMINISTRATIVE PROCEDURE

REGARDING: **Distribution of Information
by Outside Agencies**

Section: **Community Relations**

Effective Date: September 2001

Reissued: 11/07, 8/26/08,
9/14/09, 1/24/17

See Also: Board Policy and SAP Re:
Distribution of Information by
Outside Agencies

The Abington School District welcomes the involvement and participation of outside organizations, businesses, agencies, parents and community members in school-sponsored events and activities. Individual schools regularly sponsor career fairs, health fairs, science forums, multicultural fairs, or other special events to augment the educational program. In addition, outside agencies and individuals are providers of assembly programs, classroom presentations, and speakers to various school forums or groups. These individuals and organizations often provide information, materials, and literature for distribution to teachers, students and other event participants. This may include literature made available at a booth, table, or display. It is incumbent upon school administration to ensure any materials intended for distribution are reviewed in advance of a scheduled event to ensure that they conform to District standards and guidelines, are consistent with the educational program, and conform to applicable areas of state rules and regulations.

This Superintendent's Administrative Procedure describes the administrative procedure and guidelines for submission, review, and authorization of the distribution of materials by outside agencies that participate in school-sponsored events and activities. The building principal ultimately is responsible for ensuring that these procedures are observed. The procedure is as follows:

- The building principal is to be notified when there is intent by any agent of the school to issue an invitation for the involvement of an individual, organization, or other outside agency, etc. in a school event or activity. The building principal must ensure that a system is in place so that notice of a proposed invitation is received on a timely basis. The building principal must pre-approve the issuance of a proposed invitation.
- The organization is invited as a "guest" of the District. The invitation must indicate that any materials intended for distribution to students must be made available for the review of the building principal in advance of the scheduled presentation. The invitation must make clear that the use and/or distribution of matter or literature must have the prior authorization of the building principal.

- The building principal is to conduct a review of the materials prior to the scheduled presentation and/or distribution. The review is to ensure that they conform to District standards and guidelines, are consistent within the educational program, conform to applicable areas of state rules and regulations, and judged appropriate for their intended use.
- It is the responsibility of the building principal to put safeguards in place so that events and activities are appropriately monitored to ensure that only authorized material is used as intended during the actual event or activity in which the material was originally proposed for use.
- The building principal is authorized to intervene in instances where any violation of these procedures is observed. Action may range from a request that unauthorized information be removed from use in the event or activity to measures that result in a request that the “guests” cease participation in the event or activity and leave school property. Any such action should be reported to the Office of the Assistant Superintendent where record of the groups involved and actions taken are consolidated for future reference. The Assistant Superintendent will make the list available for reference of principals.

The intent of these procedures is to maintain the tradition in the Abington School District to work with community partners. Opportunities for utilization of appropriate resources available from outside sources that augment the educational program are encouraged. These procedures are to ensure that only appropriate information is shared with students.