

DISTRIBUTION/POSTING OF PROMOTIONAL MATERIALS

Code **KHC** Issued **6/04**

Purpose: To establish the basic structure for the distribution/posting of promotional materials in the center.

Commercial organizations offer many materials for use by instructors in the classroom. Some of these materials are of high educational value with little or no advertising emphasis. Other materials are primarily advertising and have only limited educational value.

The director must approve supplementary printed materials from commercial, political, religious or other non-center sources before they are used in the center. The director may approve materials which are of obvious educational quality, which supplement and enrich text and reference book materials for definite center courses, which are timely and up to date and which promote American democratic ideals and moral value.

The center will not display or distribute advertising materials of commercial, political or religious nature in the center or on the center grounds. The center may not use pupils as the agents for distributing non-center materials to the homes without the approval of the director.

Instructors may use special aids (non-printed materials) such as models, films, slides, pictures, charts and exhibits for educational purposes with the approval of the director although such materials may bear the name of a commercial business firm which may have provided the aid.

Instructors must preview educational films secured from or through commercial sources prior to student viewing to assure their educational value.

Adopted 6/8/04