

CHARLESTON COMMUNITY UNIT DISTRICT NO. 1 DISTRIBUTION OF INFORMATION TO STUDENTS

All flyers/brochures need the approval of the Superintendent of Schools, Dr. Gary Niehaus, prior to being delivered to the schools. Each flyer/brochure must include the following disclaimer printed on the first page of the information being distributed or stapled to the individual flyers/brochures.

“Pursuant to the Charleston Community Unit District #1 policies permitting community organizations to reach a larger audience through the schools, attached is an informational sheet regarding **(insert name of your organization)**. The views expressed in the attached advertisement are solely those of **(insert name of your organization)** and do not reflect the views of or are not endorsed by the school district, any of the Board members, administration, faculty staff or any other persons associated with the school district in any way.”

All flyers/brochures must be separated in bundles of 30 for all K-6 schools. Middle School information will be placed on team tables and students will pick up information of interest to them. The High School will place the information on a table outside the office and not distribute them through the classrooms.

Ashmore – 6 classrooms

Mark Twain – 12 classrooms

Carl Sandburg – 26 classrooms

Jefferson – 25 classrooms

Charleston Middle School – 4 teams with 120 each, for a total of 480 students

Charleston High School – 900

Flyers/brochures must be hand carried to each school and accompanied with the signed approval sheet (blue) from the Associate Superintendent. This information will be presented to the building secretaries. District mail will not be used to send any organization’s materials to the school and district secretaries will not count, sort, staple or duplicate flyers/brochures.