

BICENTENNIAL SCHOOL GUIDELINES ON “TAKE-HOME” NOTICES

1. This statement summarizes the guidelines of Bicentennial School regarding notifications, advertisements, and other mail items that students are asked to take home.
2. The purpose of these guidelines is to minimize the number of mass take-home mailings that teachers distribute and students bring home. Mass mailings have been observed to disrupt class and contribute to littering. High quantities of mass mailings may reduce the effectiveness of the communication of mailings deemed critical.
3. The following guidelines provide a means to evaluate acceptable take-home mailings.
 - 3.1 **Acceptable** items include:
 - 3.1.1 School items generated by teachers or staff of the school or school board.
 - 3.1.2 Notices of activities within the school.
 - 3.1.3 Notices involving activities by organizations such as Scout and Guide groups, Parks and Recreation, and not-for-profit groups.
 - 3.2 **Acceptable** items originating from outside Bicentennial School should:
 - 3.2.1 Pertain directly to the education of Bicentennial students.
 - 3.2.2 Have the name and contact information of the outside source on the mailings.
 - 3.2.3 Have sufficient copies of the mailing for all students requiring the mailing, sorted and organized by class when applicable.
 - 3.3 **Unacceptable** items include:
 - 3.3.1 Notices by “for-profit” organizations that are not supported by Bicentennial School.
 - 3.3.2 Notices from church organizations, equipment, clothing vendors, etc.
 - 3.3.3 Notices for out-of-school extra-curricular activities such as dances, parties and/or fundraising for organizations.
4. The Bicentennial School administrative staff has the final decision regarding the approval of items for mass mailings.
5. Approved notices may be sent home one day per week, usually Monday.
6. In lieu of mass mailings, posters may be approved for time-limited (1 month) display on the Bicentennial School Bulletin Board and/or throughout the school building.