MEMORANDUM

TO: All Students, Parents, and Staff of Southern Middle School

FROM: Brooks Elliott, Principal

RE: Distribution of Materials

DATE: October 3, 2014

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Previous memo from Barb Baker, Asst. Superintendent of GCPS on August 21, 2014:

Last week at the A&S meeting we discussed various topics concerning distribution of materials in the schools. At the Board of Education meeting on Tuesday evening, the Board’s attorney informed us that all materials to be distributed in the schools to students need to go through the Public Information Office for approval. This now includes birthday invitations, student-produced items/materials such as religious tracts, etc. that would be given by students to other students. This is a result of some legal issues within the past several months. Please make students and parents aware that these items need to go through the proper procedure of completing and submitting a Distribution of Materials Form, along with the invitations/materials with the disclaimer statement, to the Public Information Office for approval. If possible, please try to encourage items of this nature to be handled through the postal system and/or social media.

The topic of staff placing items in the staff lounge for teacher distribution only, as long as it is for non-profit organizations, may still be approved by the principal and stamped with the BOE disclaimer. This was also discussed at the A&S Meeting. Any school-sponsored materials may be placed in any school without the disclaimer statement.

If there are any questions, please contact Jim Morris, Supervisor of Research and Evaluation/Public Information Officer at 301.334.8931 or jim.morris@garrettcountyschools.org.