



ADMINISTRATIVE PROCEDURE

PROMOTIONAL SAFETY MATERIAL

2802.1

Procedure No.

July 1, 2008

Date

- I. **PURPOSE:** To provide instructions re: Promotional Safety Material distributed from Safety Office.
- II. **POLICY:** Board of Education Policy 2801 states that a function of the Safety Program is the development of staff and student safety consciousness. This includes, but is not limited to, the distribution of Promotional Safety Material.
- III. **PROCEDURES:**
 1. The schools and supporting services will receive Promotional Safety Materials – posters, flyers, leaflets, etc. which will be provided through the Safety Office.
 2. A conspicuous location is to be selected for the posting of this material to ensure that students and staff members, both professional and classified, is exposed.
 3. Safety related material is also available on the Safety Website at www1.pgcps.org/safety.
- IV. **RELATED PROCEDURES:** Administrative Procedure 2802, Posting of Safety Notices and Availability of Details of the Safety Program.
- V. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** These procedures originate with the Safety Office, and will be reviewed annually.
- VI. **CANCELLATIONS AND SUPERSEDES:** This Administrative Procedure cancels and supersedes Administrative Procedure 2802.1, dated September 23, 1974.
- VII. **EFFECTIVE DATE:** July 1, 2008.

Approved by:
John E. Deasy
Superintendent of Schools

Distribution: Lists 1, 2, 3, 4, 5, 6, 10, and 11