

505P Distribution of Materials on School Property or at School Events Procedure

I. Distribution of Materials on School Property or at School Events Procedure

Any student or employee wishing to distribute non-school sponsored material must first submit for approval a copy of the material to the school administrator at least 48 hours in advance of desired distribution time, together with the following information:

1. Name and phone number of the person submitting the request and, if a student, the room number of his or her first-period class.
2. Date(s) and time(s) of day intended display or distribution.
3. Location where material will be displayed or distributed;
4. If intended for students, the grade(s) of students to whom the display or distribution is intended.

Within 48 hours, the administrator will review the request and render a decision. In the event that permission to distribute the material is denied or limited, the person submitting the request should be informed in writing of the reasons for the denial or limitation. If the person submitting the request does not receive a response within 48 hours, the person shall contact the administrative office to verify that the lack of response was not due to an inability to locate the person.

If the person is dissatisfied with the decision of the administrator, the person may submit a written request for appeal to the superintendent. If the person does not receive a response within three (3) school days (not counting Saturdays, Sundays and holidays) after submitting the written appeal, the person shall contact the office of the superintendent to verify that the lack of response is not due to an inability to locate the person. The superintendent will review the request and, if the permission to distribute the material is denied or limited, the superintendent will provide written reasons for the denial or limitation.

Permission or denial of permission to distribute material does not imply approval or disapproval of its contents by either the school, the administration of the school, the school board, or the individual reviewing the material submitted.

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