



A World-Class Community of Learners

904P Distribution of Materials on School District Property by Nonschool Persons and Organizations Procedure

I. Procedures

- A. All requests for distribution of announcements or informational materials in or through the schools by non-school personnel are to be screened individually as follows:
1. All non-school person or organization wishing to distribute materials must first submit for approval a copy of the materials to the Communications and Community Relations Office at least 5 days in advance of the distribution time, or upload their materials for approval through Peachjar, the district's online flyer management and distribution system.
 2. All requests for district-wide distribution must be approved by the Communications and Community Relations Office.
 3. All requests for distribution for an individual school or classroom must be approved by the Communications and Community Relations Office.
 4. In any instance of serious question as to appropriateness of distribution, final determination is to be made by the Superintendent.
 5. At all levels, a continuing log of distribution approvals and denials is to be maintained.
 6. Employee mailboxes and the School District's internal electronic communication and regular mail systems are reserved for and open exclusively to District employees on district related business and the facilitation of internal communication of school/district related matters to school district employees.
 7. Political literature will not be distributed in a school, unless it is used as a teaching material and is included in the curriculum for that course.
 8. Campaign literature shall not be placed in school personnel's school mailboxes, unless it is mailed through regular postal service.
 9. Candidates or their agents may pass out campaign literature on district grounds only during non-school hours and only if: (a) distributed outside of areas where a school sponsored event is scheduled and, (b) with prior notification to and approval by the Communications and Community Relations Office.

10. The school board reserves its authority under law to give or withhold consent for any school activity or program and to give or withhold consent for the distribution of literature, according to its judgement as to whether a given activity, program or distribution of literature is beneficial and in the best interest of the district and its students.

B. 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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