

Guidelines for Distribution of Materials in the Schools

Permission and Notification

1. An organization may request to distribute materials or literature to students while at school once per school year. Only non-profit organizations will be allowed to request to distribute materials to students.
2. If an individual or organization desires to distribute materials or literature to students while at school, the individual or a representative of the organization shall contact the school principal.
3. The principal shall schedule a meeting with the individual or organization's representative. At their meeting the principal shall receive a copy of the material or literature to be distributed. Additionally, the principal will acquire specific information needed to complete the parent notification form (1.806 Exhibit B). The principal shall provide a copy of distribution procedures (1.806 Exhibit A) to the person attending the meeting. Primarily the principal, and secondarily the director will decide whether the literature submitted for distribution to students is appropriate.
4. The principal shall complete a parent notification form (1.806 Exhibit B) and distribute it to students. The notification form shall specify the individual or organization providing the material, date of distribution, the site of distribution, and the manner of distribution. Additionally, a short description of the content of the materials shall be included, as well as the system's disclaimer regarding the organization and contents of the material.

Distribution

1. Materials and literature shall be distributed by a non-school system individual.
2. An individual distributing materials shall be stationed inside or outside the doorway of each classroom to hand out materials to students as they exit their room at the end of the school day.
3. Without comment to the students, the individual may distribute only material previously examined by the principal and described in the parent notification form.
4. A school employee shall be present during distribution to monitor compliance to the distribution guidelines.
5. If the individual does not follow procedures, the school employee shall notify the school principal. After researching the incident, the principal shall contact the director of schools and provide details of the occurrence.
6. If parties distributing materials fail to comply with the guidelines, the director of schools may prohibit the individual or organization from any future distribution of materials.