

Policy 904 procedures

I.

II. **PROCEDURES**

- A. Any non-school person wishing to distribute materials must first submit for approval a copy of the materials to the administration at least two full working days in advance of desired distribution time, together with the following information:
 - 1. Name and phone number of the person submitting the request.
 - 2. Date(s) and time(s) of day intended for display or distribution.
 - 3. If material is intended for students, the grade(s) of students to whom the distribution is intended.
 - 4. The proposed method of distribution.
 - 5. The stated purpose of the material or activity being promoted.
 - 6. A list of people and/or organizations sponsoring the activity being promoted.
- B. The administration will review the request and render a decision. If in agreement with the request, the administration will assign a location and method of distribution and will inform the persons submitting the request whether non-school persons may be present to distribute the materials. In the event that permission to distribute the materials is denied or limited, upon request, the administrator will provide the person submitting the request a written notation of the reasons for the denial or limitation.
- C. 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.
- D. In the event that permission to distribute material is denied, the non-school person or organization may request reconsideration of the decision by the superintendent. The request for reconsideration must be in writing and must set forth the reasons why distribution is desirable and in the interest of the school community.