

DISTRIBUTION OF NONSCHOOL-SPONSORED LITERATURE

Approval Procedure

When prior approval for distribution of nonschool-sponsored literature is required, individuals seeking such approval must follow the following procedures.

1. A person seeking approval for distribution of literature must submit a copy of the literature, together with a description of the proposed recipients, to the assistant superintendent for review. The assistant superintendent shall review the literature in light of the guidelines established in this policy. The person requesting approval shall be informed of the assistant superintendent's decision within five school days after the request for approval is submitted except when, in the judgment of the assistant superintendent, additional time is needed to more fully determine the propriety of the proposed distribution. Request for approval is allowed once per semester.
2. If approval for distribution is denied, the person requesting approval may appeal to the Superintendent or the Superintendent's designee. The appeal shall be in writing and shall state the reasons why the appellant believes the denial of approval was incorrect. The Superintendent or designee shall receive such information as is presented to him/her by the appellant and may conduct such investigation as he/she deems necessary to be apprised of the facts. The Superintendent or designee shall render his/her decision in writing within five school days after receiving the written appeal except when, in his/her judgment, additional time is needed to more fully determine the propriety of the proposed distribution.

Method of Distribution

1. The time, place and manner of a permitted distribution of literature may be determined by the building principal. Permitted distributions must be performed in a nondisruptive manner and must not block the flow of traffic within corridors and entrance ways. Unless otherwise specifically authorized by the building principal, no literature shall be distributed during class time.
2. The cleanup of any litter resulting from the approved distribution shall be the responsibility of those performing the distribution. A fee may be charged for distribution to recover cleanup costs.
3. No recipient may be charged a fee to receive any literature.

4. Literature may not be distributed in a manner that violates any other policy of the District.
5. No literature shall be placed on the windshields of cars parked on District property. Most ordinarily, literature will be distributed hand-to-hand.
6. The District administrator in charge of the building or event where literature is being distributed will attempt to make sure that all distribution policies are properly being followed. If someone is distributing literature in violation of these policies, the individual(s) will be asked to immediately stop distribution. If the individual refuses, authorities will be notified and legal action may be taken.

Exception

This policy does not apply to the distribution of literature by nonschool-sponsored groups during those nonschool times when such groups have permission to use school premises.

(Approval date: August 14, 2001)

(Re-approval date: September 23, 2002)

