

DELAWARE CITY SCHOOLS

DISTRIBUTION OF MATERIALS TO STUDENTS

Criteria

The distribution may be authorized if the material:

- A. is related to a current course of study offered by the school;
- B. ties in with a District-sponsored activity;
- C. is unrelated to a District activity but is related to an activity for students that is conducted by an approved outside organization;
- D. is unrelated to any type of student activity but presents information that will be beneficial to the students receiving the material and distribution by other means in either not possible or is not feasible.

Permission to distribute or display material does not imply agreement of its contents by either the administration of the school, the Superintendent, or the Board.

Time, Place, and Manner of Distribution

The distribution of written material shall be limited to a reasonable time, place, and manner as determined by the principal who shall ensure that:

- A. no material is distributed or displayed during a time or at a place of a school activity if it is likely to cause a substantial disruption of that activity or of other activities;
- B. no material is distributed or displayed if it blocks the safe flow of traffic within corridors and entranceways to the school;
- C. School District is not responsible for counting, bundling, or printing of any literature.

Procedures

Any person or organization wishing to distribute material on school property must first submit for approval a copy of the material to the Assistant Superintendent/Human and Material Resources five (5) days in advance of desired distribution.

The Director of Communications may either approve the distribution of the material or deny it by indicating how it violates Board Policy 5722, 8800, and 9700, any of the criteria listed below, or a restriction regarding time, place, and manner. If permission to distribute the material is denied, the person or organization shall have the opportunity to make necessary revisions and/or deletions and resubmit to the Director of Communications Resources for approval.

The following information is needed:

- A. Name of person or organization _____
- B. Date(s) and time(s) of day of intended distribution _____
- C. Location where material will distribute _____
- D. The grade(s) of students to whom intended _____
- E. Manner in which the material will be distributed _____

The District disclaimer must be printed on material: THIS INFORMATION IS CONSIDERED TO HAVE EDUCATIONAL VALUE FOR STUDENTS OR THEIR FAMILIES. HOWEVER, IT IS NOT A SCHOOL ACTIVITY.

Signature of applicant to distribute materials

Date

Signature of Director of Communications

Date