

Material Distribution

Limited Forum Guidelines

In accordance with Board policies KI/KJ - Public Solicitation/Advertising in District Facilities KJA - Material Distribution, the district and its schools have a limited forum with respect to the distribution of information or materials that are non-instructional and /or not district related. Allowing the distribution of such materials should be considered a courtesy with the general understanding that approved information and designated methods of distribution will minimize disruption and reflect a neutral, unbiased, and non-promotional approach. The following guidelines will be used when the principal receives a request for distributing such materials or information to students.

1. Requests for distribution of materials or information must be made to the principal. Requests must include the purpose of the request, a copy of the informational materials, and a request for the method of distribution.
2. Requests must meet the guidelines of district policy and not disrupt the normal routines of the staff, students, educational process, or school day.
3. Requests may be denied or approved by the principal in accordance with Board policies and administrative regulations.
4. Upon approval, the principal may
 - a. Allow materials to be available at specified locations without a representative present (e.g., flyers at an unattended information table).
 - b. Allow materials to be available at specified locations with a representative present.
 - c. Allow the information to be posted on the school's community information board.
5. Distribution through the school newsletter is limited due to space restrictions. The newsletter's purpose is to highlight school, district, parent-teacher organization activities. Information noteworthy to the community at-large is sometimes included as a service to our community members and non-profit agencies.

The principal reserves the right to make immediate changes in the dates and methods of distribution as needed or required.

Copies of Board policies are available on request.