

INSTRUCTION – DISPLAY OR DISTRIBUTION OF MATERIALS BY OUTSIDE
ORGANIZATIONS/AGENCIES – ADMINISTRATIVE PROCEDURES

The Director of Curriculum and Instructional Services is hereby designated as the school district official who will review all requests for display or distribution of materials in the schools.

1. The district's intent is to limit the quantity of outside material to be distributed to students and parents. To this end, approval to distribute material will be based upon the judgment of the value of the activity to students and parents relative to the philosophy, goals and policies of the district.
2. Request for display or distribution of materials, along with sample copies of the materials, must be submitted to the Director of Instructional Services for approval at least five working days before the date suggested for display or distribution. All material must clearly indicate the name of the sponsor.
3. Upon approval, principals will be notified.
4. Under no circumstances are materials to be displayed or distributed in any school district facility without approval. Members of the administrative staff are authorized to remove any materials found to be in violation.
5. Student organizations authorized by the school are exempt from these guidelines; however, such organizations must receive permission from the building principal or designee before items are displayed or distributed.
6. Materials will not be approved when the primary purpose is to enlist the aid of students or staff in fund drives, campaigns or other activities unrelated to the curriculum.
7. The District Office will evaluate material to be distributed to employees. If there is a potential benefit to the employee, distribution will be considered.