






# Independent School District 152

 1313 30th Ave. S., Moorhead, MN 56560

 Phone: 218-284-3300

 [www.isd152.org](http://www.isd152.org)

 Fax: 218-284-3333

## Guidelines for Distribution of Materials on School District Property by Nonschool Persons

Administrative Procedure: 904.1

Section: 900 School District - Community Relations

Date Adopted: 09/18/2006

Date Revised: 06/13/2016

Date Reviewed: 06/13/2016

### I. GUIDELINES

A. Nonschool persons and organizations may, within the provisions of this policy, be granted permission to distribute, at reasonable times and places as set forth in this policy and in a reasonable manner, materials and objects which are appropriate to the school setting.

B. Requests for distribution of materials will be reviewed by the administration on a case-by-case basis. However, distribution of the following materials is always prohibited. Material is prohibited that:

1. is obscene to minors;
2. is libelous;
3. is pervasively indecent or vulgar or contains any indecent or vulgar language or representations, with a determination made as to the appropriateness of the material for the age level of students to which it is intended;
4. advertises any product or service not permitted to minors by law;
5. advocates violence or other illegal conduct;
6. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character, or of a person's race, religious or ethnic origin);

7. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

C. Permission for nonschool persons to distribute materials on school district property is a privilege and not a right. In making decisions regarding permission for such distribution, the administration will consider factors including, but not limited to the following:

1. whether the material is educationally related;
2. the extent to which distribution is likely to cause disruption of or interference with the school district's educational objectives, discipline or school activities;
3. whether the materials can be distributed from the office or other isolated location so as to minimize disruption of traffic flow in hallways;
4. the quantity or size of materials to be distributed;
5. whether distribution would require assignment of school district staff, use of school district equipment, or other resources;
6. whether distribution would require that nonschool persons be present on the school grounds;
7. whether the materials are solicited for goods or services not requested by the recipients.

## **II. TIME, PLACE AND MANNER OF DISTRIBUTION**

If permission is granted pursuant to this policy for the distribution of any materials, the time, place, and manner of distribution will be solely within the discretion of the administration and consistent with the provisions of this policy.

## **III. PROCEDURES**

A. Non-school agencies wishing to distribute written handouts directed to students in grades K-5 must submit material for inclusion in KIDsource. This publication allows for paid advertising and is distributed monthly through Community Education. No individual

district-wide or school-wide handouts or requests for inclusion in school newsletters are permitted.

B. Non-school agencies wishing to distribute materials for students in grades 6-12 or employees must first submit for approval a copy of the material to be distributed to the superintendent or designee. He or she will determine whether or not the material meets the district criteria. Submit a copy of the material along with:

1. Name and phone number of the person submitting the request.
2. Date(s) and time(s) of day of requested 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.

C. The administration will review the request and render a decision. The administration will assign a location and method of distribution and will inform the persons submitting the request whether nonschool persons may be present to distribute the materials. In the event that permission to distribute the materials is denied or limited, the person submitting the request should be informed in writing of the reasons for the denial or limitation.

D. 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.

E. In the event that permission to distribute materials is denied, the nonschool 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.