PRINCETON
PUBLIC SCHOOLS

PRINCETON PUBLIC SCHOOL DISTRICT 477
Procedures, Guidelines, and Form for Distribution of Materials on School District Property by non-school persons/groups
Policy 904 - Reference
March 2019

I. Purpose- The purpose of this form is to provide non-staff and non students procedures, guidelines and permission to distribute materials or information on school district property as it relates to School District Policy 904. The policy allows the distribution of materials which support the mission and vision of the school district and will not disrupt the educational program nor interfere with the educational objectives of the school district.

STEP 1: Review Policy 904 to determine if materials are permissible to distribute.

- Policy 904 is available on Princeton School District Website under Community Relations.
  - Prohibited materials: Obscene to minors, libelous, indecent or vulgar language, advertises products or services to minors, advocates violence or illegal conduct, expressions of injuring or harassing others or groups of people (race, religion, ethnic origin, etc), political related activities, content has a likelihood of causing substantial or material disruption of the school or school activities.

STEP 2: Fill out the Distribution of Materials form along with materials to be distributed.

- The following information to be included: Name and phone number of person submitting request, dates and time(s) of day of requested distribution, if material is intended for students, the grades of students to whom the distribution is intended, proposed method of distribution.

STEP 3: Submit form to Building Administrator or Superintendent at least five days prior to distribution.

- The Building Administrator or Superintendent will review the request and render a decision.
- The administration will assign a location and method of distribution and will inform person(s) submitting the request.
- Permission or denial of permission to distribute material does not imply approval or disapproval by either the school, the administration of the school, school board, or the individual reviewing the material submitted.
- In the event that permission to distribute materials is denied, the non school person or organization may request reconsideration of the decision by the school board. The request for reconsideration must be in writing and must set forth the reason why distribution is desirable and in the best interest of the school community.

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Distribution of Materials on School District Property - Form
Princeton School District

This form is used to obtain approval from Superintendent.

Name (Person submitting request): _____

Phone Number (Person submitting request): _____

Organization involved if any: _____

Date(s) and time(s) of day or request: _____

Explanation of material to be distributed (grades of students to whom it is intended):_____

_____

_____

Explanation of proposed method of distribution: _____

_____

_____

PRE-APPROVAL SIGNATURES:
Signatures indicate preliminary approval to distribute materials on school district property by non school persons that are appropriate to the school setting and does not disrupt the educational program nor interfere with the educational objectives of the school district.

_____ _____
Requester Date

_____ _____
Superintendent/Administrator Designee Date

Routing: Superintendent Exec Asst to the Supt Building Administrator