



REQUEST FOR DISTRIBUTION OF MATERIALS ON SCHOOL DISTRICT PROPERTY

Within the provisions of Lake of the Woods School Policy 904, organizations/persons must seek permission to distribute materials, which are appropriate to the school setting, at least 5 days prior to the circulation of said materials.

Questions to keep in mind when determining if the distribution of material will be permitted.

1. Is the material obscene to minors?
2. Is the material libelous?
3. Is the material pervasively indecent or vulgar, does it contain any indecent or vulgar language, and is it inappropriate for the age level it is being distributed to?
4. Does the material advertise any product or service not permitted to minors by law?
5. Does the material advocate violence or other illegal conduct?
6. Does the material constitute insulting/fighting words, the very expression of which injures or harasses other people (e.g. threats of violence, and/or defamation of character, a person's race, religion, sexual orientation, gender identity, or ethnic origin)?
7. Does the material pose a clear and present likelihood that either because of its content and/or 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 cause the violation of lawful school regulations?
8. Does the material contain, in whole or in part, any proselytizing?
9. Does the material contain, in whole or in part, any commercial advertising or political advertising, if distribution is to occur in a non-public forum (during the school day to students and/or staff)?

If you can answer "Yes" to any of the above questions, the material will NOT be approved for distribution on school grounds.

Other distribution factors to consider.

1. Whether the material is educationally related.
2. The extent to which distribution is likely to cause a disruption of, or interference with the school district's educational objectives, discipline, or school activities.
3. The quantity, size, or frequency of materials to be distributed.
4. Whether the materials are a solicitation for goods or services not requested by recipients.



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Person requesting to distribute materials:		
Organization distributing materials (if applicable):		
Phone Number:		
Date/s of Requested Distribution:		
Grade/s of students that the material will be distributed to:	<input type="checkbox"/> Pre-School <input type="checkbox"/> Kindergarten <input type="checkbox"/> 1st Grade <input type="checkbox"/> 2nd Grade <input type="checkbox"/> 3rd Grade <input type="checkbox"/> 4th Grade <input type="checkbox"/> 5th Grade	<input type="checkbox"/> 6th Grade <input type="checkbox"/> 7th Grade <input type="checkbox"/> 8th Grade <input type="checkbox"/> 9th Grade <input type="checkbox"/> 10th Grade <input type="checkbox"/> 11th Grade <input type="checkbox"/> 12th Grade
How the material will be distributed to the students:		

For Office Use Only:

Approved

Denied

Signature

Date