



KHC © DISTRIBUTION / POSTING OF PROMOTIONAL MATERIALS

Non-school promotional material is that material not under the control of the school which may be in a variety of mediums. Without exhaustion this may include but is not limited to pictures, flyers, items with a visual or printed message, electronic representations, and other visual and auditory representations.

Nonprofit organizations providing activities and instruction for school age students shall be permitted limited display or posting of promotional material for those activities at an individual school site within the guidelines indicated. Authorization shall be premised upon a written assurance and confirming material received by the distributing/posting school at least two (2) weeks prior to the instruction/activity that the organization will:

- A. Agree that any charges for the instruction/activities will be based on and not exceed the cost of providing the instruction/activities;
- B. Not use fighting words, obscenities, defamatory speech or encourage disruption of the educational environment;
- C. Not provide representations or visuals that are inappropriate as described in The Children's Internet Protection Act;
- D. Label all material with the name of the organization;
- E. Display the name, address and telephone number of the local representative for the organization prominently on the promotional material; and
- F. Have an authorized representative of the organization sign the written assurances.

The promotional material shall be provided to the school office at the same time as the assurance form to evidence compliance. School personnel shall not use the viewpoint expressed in the material as justification for disallowing the authorization.

Manner of Display/Posting or Stacking

The manner of communication elected by each school shall be either:

- A. display of a representative item (posting on a bulletin board like structure); or
- B. stacking flyers or representative materials on a flat surface.

The material shall be located in an area on the school campus generally accessible to students. Display/posting or stacking will be on a space- available basis.

From a list of signed and dated assurance forms maintained in the school office, the school administrator shall determine the items to be granted permission for posting/displaying or



stacking during a prescribed time period, limited to the available space designated for such purposes.

Materials permitted for display/posting or stacking must be delivered to the approving school office by a person properly authorized to represent the entity providing the materials. The material shall not be larger than a standard eight and one-half by eleven inch (8 1/2" x 11") sheet of paper. Where stacking of materials for pick up is permitted, the quantity of materials stacked at the designated location shall not exceed one hundred (100) copies at any given time.

Times and places for display/posting or stacking.

Display/posting or stacking of non-school promotional materials is prohibited in any school location except the designated area or surface for such materials. Materials shall be removed on a date certain not more than one (1) month after it has been posted/stacked or five (5) days after the activity begins, whichever is earlier.

The display/posting and/or stacking location shall be available every day without regard to weather, to students who are in attendance. A description and a map of this location will be posted at the administrative office of each school and made available in the District administrative offices.

Any challenge to a denial to distribute/post promotional materials shall utilize a simplified Alternative Dispute Resolution process as referenced in A.R.S. [15-110\(G\)](#), Rights of students at public educational institutions; limitations; definition, which stipulates that a student or a student's parent shall not initiate legal action to enforce this section unless the student or the student's parent has done the following:

- A. The student or the student's parent shall submit a complaint in writing with the specific facts of the alleged violation to the principal of the school. The principal shall investigate the complaint and respond in writing, including a description of any action taken to resolve the complaint, within fifteen (15) days of receiving the written complaint.

- B. If the complaint is not resolved, the written complaint specifying the facts of the alleged violation may be submitted by the parent or student to the Superintendent or designated administrator, who shall investigate the complaint and respond in writing, including a description of any action taken to resolve the complaint, within twenty-five (25) days of receiving the written complaint.



APPLICATION FOR DISTRIBUTION OF MATERIALS (By Non-School District Organizations)

This application is being provided to individuals/organizations that request permission to distribute materials to students and their parents regarding non-school-sponsored, student-oriented activities. Permission to distribute materials does not constitute sponsorship, endorsement, or approval by the School District of the activity or program described in the material which is permitted to be distributed. Material which is permitted by the School District to be distributed at the time, place and manner established is at the sole discretion of the School District, consistent with the School District procedures.

Upon receipt of permission to distribute, the material must be provided to agreed school sites and collated in appropriate quantities, for the purpose approved, at least four (4) days prior to distribution. Materials that arrive at school sites in bulk and not individually packaged will not be distributed.

By signing this application for the distribution of materials the applicant understands the following:

- A. Permission or denial of permission to distribute does not imply approval or disapproval of its contents by the School District or its administration, the school or the administration of the school, the School District's Governing Board, or the individual reviewing the material submitted.
- B. Any party violating the School District policy concerning the distribution of materials or distributing materials without permission will be directed to leave school property immediately and, if necessary, local law enforcement will be called.
- C. The appointed school official may make exceptions to the School District policy and guidelines concerning the distribution of materials in the event of a health or safety emergency.

By reading and signing this application, the person signing agrees to:

- A. Review the follow the policies and guidelines specified by this School District regarding content and distribution.
- B. Make sure the materials provided also fall within the guidelines of this District.
- C. Distribute materials in a reasonable time, place, and manner that does not disrupt the educational program of the school nor interfere with the educational objectives of the School District.
- D. Include the distribution disclaimer notice on all flyers that will be supplied. This disclaimer notice can be provided electronically upon request.



APPLICATION

School Year: _____ Today's Date: _____

Organization/Individual Name: _____

Purpose for request (describe event, goods, or service): _____

When are materials to be distributed? _____

Which site are you requesting distribution? _____

Contact Information (names, address, phone, e-mail, website): _____

Subject matter of materials requested to be distributed: _____

Distribution Disclaimer Notice, must be present on flyer.

While this flyer meets the guidelines for distribution of materials by non-school persons or organizations, the Saddle Mountain Unified School District does not endorse the use of this program, event, materials or services. Distribution of this material does not constitute sponsorship, endorsement or approval of its contents by the Governing Board, the School District, the school, the administration, nor the person reviewing these materials.

Applicant's Name: _____

Applicant's Signature: _____

Date: _____

OFFICIAL USE ONLY

Permission to distribute materials is: _____ Granted _____ Denied

Signature of Administrator

Date