

Oxford Community Schools
Administrative Guidelines

9700A - DISTRIBUTION OF MATERIALS TO STUDENTS

Procedures

Any person or organization wishing to distribute material on school property must first submit for approval a copy of the material to the Superintendent's office seven (7) day(s) in advance of desired distribution, together with the following information:

- A. name of the person or organization
- B. date(s) and time(s) of day of intended distribution
- C. location where material will be distributed
- D. the grade(s) of students to whom the distribution is intended

The Superintendent's office may either approve the distribution of the material or deny it by indicating how it violates Board Policy [5722](#), Policy 8800, and Policy [9700](#), any of the criteria listed below, or a restriction regarding time, place, and manner. If permission to distribute the material is denied, the person or organization shall have the opportunity to make necessary revisions and/or deletions and resubmit to the Superintendent's office for approval.

Criteria

The distribution may be authorized if the material:

- A. is related to a current course of study offered by the school;
- B. ties in with a District-sponsored activity;
- C. is unrelated to a District activity but is related to an activity for students that is conducted by an approved outside organization and is to be distributed only to students who are participating in that activity;
- D. is unrelated to any type of student activity but presents information that will be beneficial to the students receiving the material and distribution by other means is either not possible or is not feasible.

Permission to distribute or display material does not imply agreement of its contents by either the administration of the school, the Superintendent, or the Board.

Time, Place, and Manner of Distribution

The distribution of written material shall be limited to a reasonable time, place, and manner as determined by the principal who shall ensure that:

- A. no material is distributed or displayed during a time or at a place of a school activity if it is likely to cause a substantial disruption of that activity or of other activities;
- B. no material is distributed or displayed if it blocks the safe flow of traffic within corridors and entrance ways of the school.
- C. Superintendent or designee approved flyers are distributed:
 - 1. electronically via Peachjar (www.peachjar.com)

2. in person by contacting the building principal and arranging a convenient date and time to present the flyer to interested students. A paper copy provided by the sponsor of the event can be given to those students who express an interest in the activity. The district does not incur the time or cost of duplication of the material.

Our district cooperates with approved community partners by posting eflyers online and distributing them electronically through our service provider, Peachjar. After the flyer has been submitted to Peachjar, it is routed to the district office for approval then emailed to parents who have their email address on file with the district. Peachjar also posts approved flyers online. Peachjar charges a fee for this service.

Revised 8/22/12
Revised 10/21/15
Revised 8/31/16

© Neola 2015