

# Northwest Local School District

3240 Banning Road  
Cincinnati, OH 45239  
Phone: 923-1000 Fax 923-3644

Attention: Rose Fromme  
Business Office

Approved  
 Not Approved

## DISTRIBUTION FORM FOR FLYERS, POSTERS AND OTHER INFORMATION

Please attach a copy of the flyer. You will be notified when the flyer has been reviewed for distribution. All flyers should be submitted for approval **FIVE** business days before the distribution date.

Please check your return preference:  Pick-up  FAX (# \_\_\_\_\_)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Dates to be distributed: \_\_\_\_\_ Grades \_\_\_\_\_

All Students  Boys Only  Girls Only  Adults Only

Bevis Elem.  Colerain Middle

Colerain Elem.  Pleasant Run Middle

Monfort Heights Elem.  White Oak Middle

Pleasant Run Elem.

Struble Elem.  Colerain High School

Taylor Elem.  Northwest High School

Weigel Elem.  Houston Early Learning Center (PreSchool Only)

Welch Elem.

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### This material should:

- |                                                        |                                                                                 |
|--------------------------------------------------------|---------------------------------------------------------------------------------|
| <input type="checkbox"/> Be announced                  | <input type="checkbox"/> Be distributed in whatever manner you feel appropriate |
| <input type="checkbox"/> Be posted on a bulletin board | <input type="checkbox"/> Be distributed to all students                         |
| <input type="checkbox"/> Be picked up in office        |                                                                                 |

**Include Disclaimer:** *These materials are for informational purposes only. The Northwest Local School District does not endorse the persons or organizations providing these materials or the messages contained therein. Unless explicitly stated, the activities promoted are not affiliated with or sponsored by the Northwest Local School District.*

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

### GIVE A COPY OF THIS FORM TO EACH SCHOOL WITH COPIES OF APPROVED MATERIAL

- All flyers that are approved to be distributed must be copied and sorted into groups of 30 before you deliver them to the schools.
- All flyers must include a contact name and telephone number.

The board policy on the *Distribution of Non-School Related Materials* can be found on the reverse side of this form.

## **POLICY**

### **KH-L**

#### **DISTRIBUTION OF NON-SCHOOL RELATED MATERIALS**

For purposes of this policy, “non-school related materials” pertain to activities, events and subject matter that are not officially sponsored or endorsed by the Northwest Local School District, and promote educational programs and activities appropriate for the children in district schools. Political materials and materials promoting “for profit” ventures will not be distributed.

Any person, business, organization, group, club or entity that seeks to distribute non-school related materials must submit a written request to the superintendent or designee. The written request must: (1) identify by name and address the person, business, organization, group, club or entity that seeks to distribute non-school related materials; (2) identify the intended buildings and grade levels for distribution; and (3) include a copy of the proposed materials to be distributed.

The superintendent or designee, in his/her sole discretion, may restrict or prohibit the distribution of non-school related materials that are pervasively vulgar, lewd, obscene, sexually explicit, libelous, or harmful to students; that promote activities that are illegal or inappropriate for the students of the schools; or that disrupt or interfere with school activities.

Classrooms shall be considered closed forums and the distribution and posting of materials shall be limited to school-sponsored activities and those items compatible with the curriculum. Students may be prevented from distributing materials during class time or when the distribution of such materials interferes with classroom instruction, pedagogy and curriculum.

Approved non-school related materials may be posted in the common areas of a school building that are specifically designated by the building principal or designee for such purpose. The building principal or designee may restrict or prohibit the distribution of non-school related materials if the time and or manner of distribution disrupts or interferes with school activities.

Approved non-school related materials may be distributed by employees of the school district only as part of “Friday folders” or other packets that regularly contain materials providing information on both school sponsored and non-school related activities and events. In school where there is no regular weekly packet sent home to parents, the principal or designee will determine the appropriate time, place and manner to distribute approved materials.

Approved non-school related materials must prominently display a disclaimer that the Northwest Local School District does not endorse the activities, viewpoints or events promoted in the materials posted or distributed at the school.

Adopted: 8/8/05