



Phone: (262) 968-6273 ext. 5326
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www.kmsd.edu

Request to Distribute Non-School Sponsored Materials / Literature to Students

Name _____

Organization _____

Address _____

Phone _____ email _____

Date (s) of distribution _____

School (s) where distribution requested _____

Grade levels for which distribution requested _____

Materials are made available K-12. If students or parents wish to have a copy of the approved materials, they may pick them up at the designated location in the school building.

1. This form must be completed and submitted to the School Principal, or the Community Education Office- if more than one school is involved.
2. School District personnel and equipment may not be used to promote or aid in writing, printing or distributing non-school sponsored materials/literature.
3. Persons approved to distribute non-school sponsored materials to students are required to:
 - a. Wear proper identification provided by the school.
 - b. Distribute materials only at designated location(s), time(s) and date(s).
 - c. Include a statement of disclaimer indicating no school endorsement.
 - d. Identify the author/sponsor of the materials.
 - e. Clean up any litter resulting from the distribution of the materials or pay for clean up.
4. Non-school sponsored materials shall not be distributed to children within classrooms or otherwise within the instructional day, except that special permission may be granted to students to distribute materials/literature to other students during their lunch period at the middle school or high school, provided such distribution does not disrupt the normal school routine or the educational process. Otherwise, distribution may only occur before the start of the instructional day and after the end of the instructional day. The elementary instructional day is from 8:35 a.m. to 3:35 p.m. The middle school and high school instructional day is from 7:30 a.m. to 2:35 p.m.
5. Materials will be approved only if consistent with Board Policy 491/853.
6. A decision to deny distribution by the Principal or Superintendent may be appealed. A Principal's decision shall be appealed to the Superintendent. An appeal of the Superintendent's decision may be made to the School Board. Any appeal shall be made within 7 calendar days of the denial.

DISTRIBUTION OF MATERIAL/LITERATURE IS BASED ON ACCEPTANCE OF THE ABOVE CONDITIONS. YOUR SIGNATURE BELOW INDICATES YOU HAVE READ AND AGREE TO ABIDE BY BOARD POLICY 491/853 AND THE ABOVE CONDITIONS.

Signature _____ Date _____

Principal's Signature _____ Date _____

Approved _____

Denied _____