

**SCHOOL DISTRICT OF GRAFTON**  
**Board of Education Policy**

384 Rule  
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**GUIDELINES FOR DISTRIBUTION  
OF MATERIALS AND LITERATURE**

**I. School-Sponsored Materials**

- A. Requests to distribute materials on a District-wide basis must be approved by the Superintendent or his/her designee.
- B. Building principals are the Superintendent's designees for the approval of school specific distributions. Requests to distribute materials within a particular school other than within a particular classroom only (e.g. school-specific take-home announcements) must be approved by that building's principal.
- C. Teachers are the Superintendent's designees for the approval of distributions within a particular classroom only. Distribution of materials within a specific classroom only (i.e., course-related materials) must be approved by the teacher of that class.

**II. Non-School Sponsored Materials**

- A. Building principals are the Superintendent's designees for the distribution of written materials by students.
- B. Materials may not be distributed in classrooms or school hallways. Materials may otherwise be distributed as cooperatively set with the building principal. The principal may designate a limited number of tables or booths within a school cafeteria, gymnasium or outdoor athletic field at which students may distribute their materials.
- C. Materials may not be distributed during instructional hours or during the transition time between classes. The principal may allow the distribution of materials before the school day begins, during lunch periods or after the instructional school day ends.
- D. School-related activity groups, community activities department sponsored groups or community youth groups may request to make a distribution to students through the school office mail. A request to make such a distribution should be made to the Superintendent or his/her designee at least five working days prior to the planned distribution. If the distribution is approved, the group must submit to the school office, at least two days prior to the distribution date, copies of the materials for all intended recipients.

- E. The principal may prohibit a distribution from occurring during a particular time, in a particular manner, or at a particular place if the principal finds that the time, manner or place of the distribution may cause or has caused disruption to or interference with school activities.

Approved: February 27, 2006

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