

DISTRIBUTION OF MATERIALS

PROCEDURES

1. The distribution of materials not meeting the guidelines of this policy will not be permitted.
2. Material which is deemed to be unduly disruptive of the education program or be likely to incite disorderly conduct, violence, or violation of the law will also not be permitted.
3. At the classroom and school level, the teacher and principal respectively will determine whether the material fits the above categories, as well as being consistent with the policies and curriculum established by the School Committee and administration.
4. If the material is to be distributed district-wide (that is, more than one school), or if a Principal has a question about distribution in his/her school, the material will be reviewed by the Superintendent, using the approved form before distribution.
5. Any person wishing to distribute material in the schools must receive permission either from the principal (for distribution in his/her building) or the Superintendent (system-wide), using the prescribed form, before distributing any material.
6. Any person dissatisfied with a determination by a principal with respect to the distribution of material may request in writing that the Superintendent or designated representative review such determination, which may be approved, amended or rescinded by the Superintendent.

Reviewed 10/1/18

Acton-Boxborough Regional School District

MATERIAL DISTRIBUTION FORM

Brief description of the item (copy must be attached):

Contact Person _____ Phone/Email _____

has been reviewed by the Superintendent or her designee on

_____ and determined to be appropriate for:

- _____ availability to students in an accessible place
- _____ distribution to all students
- _____ distribution to the following students: _____
- _____ posting for students
- _____ posting for faculty
- _____ distribution in faculty/staff mailboxes
- _____ made available to faculty/staff in an accessible place
- _____ to be distributed at discretion of principal

OR determined to be:

_____ **NOT- APPROPRIATE** according to the school policy and procedures, File: KHBA

Comments: _____

Peter Light, Superintendent

Date