



Dr. Steve Webner
Superintendent

Rachel Leavitt
Curriculum Director

940 Lincoln Street Southwest, LeMars, Iowa 51031 Telephone 712-546-4155

Special Interest Materials Distribution Request

The Le Mars Community School District Board of Education recognizes that groups and organizations from the greater community are a source of worthwhile information and activities that support students and their families. The Board wishes to encourage such support; however, the Board must ensure that the daily operations of the school district are not disrupted. Accordingly, any non-school affiliated group or organization that wishes to distribute materials to students is required to abide by policy code 1003.2.1. This policy shall apply to non-profit organizations only. For-profit organizations shall not be permitted to distribute materials to students during school hours or at school events.

Requests to distribute printed materials, including, but not limited to, books, pamphlets, flyers, stickers, petitions, badges, insignia, and buttons, shall not be approved for distribution if the materials:

- are libelous, invade the privacy of others, infringe on a copyright, or are in any way prohibited by state or federal law; or
- are obscene, pornographic, lewd, vulgar, or indecent; or
- contain advertisements for any product or service not permitted to minors by law; or
- promote alcohol, tobacco, drugs, or other illegal activity; or
- constitute fighting words, the very expression of which injures or harasses other people, including, but not limited to, threats of violence, defamation of character or of a person's race, religion, gender, sex, disability, age, or ethnic origin; or
- present a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operations and discipline of the school or school activities, will cause the commission of unlawful acts, or will cause a violation of lawful school policy and regulation; or
- endorse a particular candidate for public office, other than a candidate for a school elective office; or
- do not adhere to administrator distribution requirements and parameters.

Procedures

Approval from the superintendent, or designee, shall be required for all forms of distribution, including, but not limited to, physical distribution such as food or clothing, school announcements or newsletters, and distribution via electronic means.

The requesting organization must complete the following information on the back side of this document and submit to the superintendent or designee at least seven (7) calendar days prior to the requested time of distribution.

The mission of the Le Mars Community School District is to guide every student in achieving the highest possible education by teaching the basic skills, developing good character, and promoting life-long learning, all through an aggressive partnership with students, families, school, and community.



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Special Interest Materials Distribution Request Form

Name of Organization: _____

Name of Contact Person: _____

Phone Number: _____

Email Address: _____

Printed material to be distributed (**please attach to this form**)

NOTE: Permission to distribute materials does not imply approval or endorsement of its contents by the Board, school district, or any school district employee. If approved for distribution, all printed material must contain the following statement: ***"This publication is neither endorsed nor sponsored by the Le Mars Community School District. This publication is being provided only to inform you of available community activities and opportunities."***

Non-Printed Material

Description: _____

Le Mars Community School District will attempt to suit your desire; however, efficient daily operations of the District is priority and plans may be altered to meet school district needs and desires. Any distribution not meeting requirements, administrative requests, or not allowing for efficient school operation will not be approved.

Date requested for distribution: _____

Grades of students for whom the distribution is intended: _____

Building of students for whom the distribution is intended: _____

-----OFFICE USE ONLY-----

Approved (X) _____

Reason for Denial:

Administrator Signature: _____

Date: _____