

# **BOWLING GREEN CITY SCHOOLS**

## **GUIDELINES FOR THE DISTRIBUTION OF MATERIALS TO STUDENTS**

Recognizing that students benefit educationally, socially, and physically from activities and events offered by many non-profit organizations during non-school time, the Bowling Green City Schools may permit distribution of materials to students and parents by third-party, non-profit organizations under limited conditions. The following guidelines will be followed in considering materials for distribution.

1. A non-profit organization desiring the distribution of materials promoting an activity or event must submit the materials to the School Building Principal and obtain prior approval.
2. In determining whether to approve the distribution, all of the following criteria must be satisfied:
  - a. The organization requesting the distribution must be a non-profit entity;
  - b. The requested distribution must pertain to an activity or event that is likely to benefit participating students educationally, socially or physically;
  - c. The requested distribution must be age appropriate; and
  - d. The requested distribution must not be offensive, discriminatory, or likely to cause a major school disruption.
3. The Building Principal will notify the Superintendent if a request to distribute, materials is denied and will provide the Superintendent with a copy of the materials. The non-profit organization may discuss the denial with the Superintendent.
4. The School District reserves the right to deny any request for distribution in its sole discretion.
5. If the distribution is approved, the non-profit organization must provide sufficient copies of the materials for the distribution at no cost to the School District.
6. Materials approved for distribution will either be placed in student bookbags or made available for students to pick up from a table if desired at the discretion of the Building Principal.

Effective Date: 8/05/08