Return to:
Sayra Gutierrez
District Office
Sgutierrez@nwlsd.org

Northwest Local School District
3240 Banning Road
Cincinnati, OH 45239
Phone: 923-1000 ext. 3902 Fax 923-3644

Approved  Not Approved

DISTRIBUTION FORM
FOR FLYERS, POSTERS AND OTHER INFORMATION

Please attach a copy of the flyer to this form and send to: sgutierrez@nwlsd.org You will be notified when the flyer has been reviewed for distribution. All flyers should be submitted for approval FIVE business days before the distribution date.

Please check your return preference:  
Pick-up  Fax to: ____________________________
Email approval to: ____________________________

Name: ____________________________________ Phone: ____________________________

Organization: ________________________________

Dates to be distributed: ______________________ Grades ____________________________

1. Include Disclaimer: These materials are for informational purposes only. The Northwest Local School District does not endorse the persons or organizations providing these materials or the messages contained therein. Unless explicitly stated, the activities promoted are not affiliated with or sponsored by the Northwest Local School District.

2. Specify the beneficiary on the flyer; example: Colerain Elementary PTA

___ All Students  ___ Boys Only  ___ Girls Only  ___ Adults Only

___ Colerain Elementary  K - 5  ___ Colerain Middle  6 - 8
___ Monfort Heights Elementary  K - 5  ___ Pleasant Run Middle  6 - 8
___ Pleasant Run Elementary  K - 5  ___ White Oak Middle  6 - 8
___ Struble Elementary  K - 5  ___ Colerain High School  9 - 12
___ Taylor Elementary  K - 5  ___ Northwest High School  9 - 12

___ Houston Early Learning Center (Preschool Only)

This material should:
___ Be announced  ___ Be distributed in whatever manner you feel appropriate
___ Be posted on a bulletin board  ___ Be distributed to all students
___ Be picked up in office

GIVE A COPY OF THIS FORM TO EACH SCHOOL WITH COPIES OF APPROVED MATERIAL
• All flyers must include a contact name and telephone number.

Reviewed by: ____________________________ Date: ____________________________
The board policy on the Distribution of Non-School Related Materials can be found on the reverse side of this form.
POLICY

KH-L

DISTRIBUTION OF NON-SCHOOL RELATED MATERIALS

For purposes of this policy, "non-school related materials" pertain to activities, events and subject matter that are not officially sponsored or endorsed by the Northwest Local School District, and promote educational programs and activities appropriate for the children in district schools. **Political materials and materials promoting “for profit” ventures will not be distributed.**

Any person, business, organization, group, club or entity that seeks to distribute non-school related materials must submit a written request to the superintendent or designee. The written request must: (1) identify by name and address the person, business, organization, group, club or entity that seeks to distribute non-school related materials; (2) identify the intended buildings and grade levels for distribution; and (3) include a copy of the proposed materials to be distributed.

The superintendent or designee, in his/her sole discretion, may restrict or prohibit the distribution of non-school related materials that are pervasively vulgar, lewd, obscene, sexually explicit, libelous, or harmful to students; that promote activities that are illegal or inappropriate for the students of the schools; or that disrupt or interfere with school activities.

Classrooms shall be considered closed forums and the distribution and posting of materials shall be limited to school-sponsored activities and those items compatible with the curriculum. Students may be prevented from distributing materials during class time or when the distribution of such materials interferes with classroom instruction and curriculum.

Approved non-school related materials may be posted in the common areas of a school building that are specifically designated by the building principal or designee for such purpose. The building principal or designee may restrict or prohibit the distribution of non-school related materials if the time and or manner of distribution disrupts or interferes with school activities.

Approved non-school related materials must prominently display a disclaimer that the Northwest Local School District does not endorse the activities, viewpoints or events promoted in the materials posted or distributed at the school.

Adopted: 6/19/19

________________________________________________________________________

PTA Requests Only:

PTA Unit _______________________________ Name______________________________

Bill to: (PTA) _______________________________ # of copies requested __________________

Color paper: ___________________________ Ponied to: ___________________________

Attn: ________________________________ Or Pick Up @ AO __________________________

Contact me when ready: email ________________________ or phone ____________________