



POLICY 923 – DISTRIBUTION OF MATERIALS

I. PURPOSE

The purpose of this policy is to provide for distribution of materials appropriate to the Parnassus Preparatory School (“the School”) setting and that promote the educational program or educational objectives, formal culture, and mission of the School.

II. DEFINITIONS

A. “Distribution” means the distribution, circulation or dissemination of Materials, by any direct or indirect means, including without limitation by means of handing out, selling or offering for sale, hanging, posting or displaying, or placement in mailboxes, weekly folders, or by electronic mail.

B. “Materials” includes all tangible and intangible materials, compositions, or communications, in whatever form, by whomever originated and however perceptible, whether written, electronic, or otherwise, including without limitation, leaflets, posters, brochures, buttons, badges, flyers, petitions, posters, signs, or newspapers.

C. “School Materials” means Materials that are school-sponsored, school originated or distributed in furtherance of school-supported activities and events, and that relate directly to or further the School’s programs, function, or mission. Board member campaign materials are not School Materials.

D. “School Person” means any current student, employee, volunteer, officer or board member of the School, or any independent contractor of the School providing educational or curriculum-related services.

E. “School Premises” means the physical confines of the School, consisting of all property or space leased by the School at 11221 96th Avenue North, Maple Grove, MN 55369, as well as all other real estate, facilities, properties or instrumentalities (including but not limited to school computers and other electronic devices, and school buses or other means of transportation), that the School from time to time owns, leases, contracts, occupies, maintains, or over which it has control.

F. “Non-school Person” means any person, firm, entity, group, or organization other than a School Person.

G. “Administration” means the Executive Director of the School or their designee.

III. GENERAL STATEMENT OF POLICY

In order to promote the best interests of the School and its students, protect the formal culture and mission of the School and to use public resources to provide educational services, the School has determined to limit the distribution of Materials as follows:

1. No Materials may be distributed on or from school premises, except as herein specifically authorized;

2. School Persons may distribute School Materials on or from School Premises, subject to reasonable restrictions and guidelines of the Administration;
3. No School Person may distribute any non-School Materials on or from School Premises; and
4. No non-School Person may distribute any Materials on or from School Premises.

IV. VIOLATION OF POLICY

Any non-School Person violating this policy will be directed to cease distributing materials and to immediately leave School Premises. Any School Person violating this policy shall be subject to disciplinary action by the School, including without limitation suspension and/or termination of employment.

V. IMPLEMENTATION

The Administration may develop additional guidelines and procedures necessary to implement this policy.