



## Request to Distribute Materials at Nova Classical Academy

Per Nova policy 505, Nova seeks to balance the exercise of students' free speech rights regarding non-school sponsored matters with, and against, the educational objectives and responsibilities of the school. Anyone who wishes to distribute relevant materials at Nova must adhere to the rules outlined in policy 505 as well as obtain prior approval from the administration by submitting this form along with the materials requested.

Name of person seeking to distribute \_\_\_\_\_

Date request is being submitted \_\_\_\_\_

Administrator to whom submission is going (circle):

Lower School Principal | Upper School Principal | Other

Name/Title of materials submitted \_\_\_\_\_

### Admin Use

Date \_\_\_\_\_

- Materials approved
- Materials denied for the following reason(s)
  - Material obscene to minors
  - Material libelous and/or slanderous
  - Material lewd, indecent, and/or vulgar
  - Material promotes products and/or services not legally available to minors
  - Material advocate violence, drug use, or other illegal conduct
  - Material contain insulting and/or fighting words
  - Material presents a clear and present likelihood of a material and substantial disruption to the school

\_\_\_\_\_  
Administrator name

\_\_\_\_\_  
Signature

**Only previously approved materials can be distributed** between building opening and first bell and after last bell until the building closes. In addition, students in the School of Logic and the School of Rhetoric may distribute approved material(s) during passing time on the Third Floor, during lunch on the mezzanine, and/or during lunch in any other areas where the students of the School of Logic and students of the School of Rhetoric are allowed to congregate.

If the person disagrees with the administrator's decision, s/he has the right to appeal it to the Executive Director. Please use the back side of this form for such an appeal.



## Appeal to the Executive Director

Person must submit:

- original request (which has been denied)
- materials requested for distribution

Date \_\_\_\_\_

I am appealing the decision of the administrator, \_\_\_\_\_.

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Student name

Signature

### For Use by the Executive Director

Date \_\_\_\_\_

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