

DISTRIBUTION OF SCHOOL/DISTRICT/NON-DISTRICT RELATED MATERIALS

- 1.0 The Superintendent shall permit school-related materials to routinely be carried home by students when such materials are prepared and/or sponsored by the school, instructional staff, the school district or district official, the Board of Education; or a PTA/PTO/PSP organization, a booster club, or other school-established organizations; the Five Star Education Foundation; or another government entity.
- 2.0 Organizations other than those covered by section 1.0, may provide schools with information about their activities and programs, which the schools will make available on a non-discriminatory basis to students and their parents, to the extent practicable and in accordance with District Policies. Schools are a limited open forum, and the distribution of any organizations' materials shall be incidental to the primary educational function of the schools.
- 3.0 Students shall not be required to convey or deliver political or campaign literature.
- 4.0 Requests for exception to this policy shall be directed to Communications Services.
- 5.0 This Policy shall be reviewed annually by the Director of Communications Services, General Counsel, and representative principals.
- 6.0 **Distribution of School/District Related Materials.** Principals shall allow the following school/District-related materials to be carried home by students:
 - 6.1 Those prepared and/or sponsored by the school, a member of the instructional staff acting in the capacity of a District employee, the school district or a district official, or the Board of Education;
 - 6.2 Those prepared and/or sponsored by a PTA/PTO/PSP organization, a school booster club, or other school-established organization;
 - 6.3 Those prepared by a government entity;Information from entities included in paragraphs 6.2 and 6.3 must clearly identify the sponsoring organization, and include a telephone number and contact information.
- 7.0 **Eligibility for Distribution of Materials from Non-District or Non-School Related Organizations; Distribution Procedures.**
 - 7.1 **Eligibility.**
 - 7.1.1 Mass Distribution: Sections 7.2 and following apply to mass distribution to elementary and/or secondary school students of paper and electronic materials from non-school or non-district related groups or individuals.
 - 7.1.2 Regardless of viewpoint, fliers and other community materials must be related to the schools' educational mission, directed to students or their families, not disruptive to the educational process, age-appropriate, and not otherwise violate Board of Education or District Policies.
 - 7.1.3 Eligible fliers and other community materials may be submitted to the principal for consideration in accordance with these guidelines. Materials shall be submitted at least ten (10) days before the requested distribution date. Permission must be secured in advance of distribution. The non-District related organization must supply all of the materials to be distributed to the school.
 - 7.1.4 Other than Mass Distribution: When a Non-District Related Organization wishes to use school resources to distribute material to one or two students (for example, in connection with awards or honors) during the school day, the request is to be submitted to the Principal for determination of the time, place, and manner of distribution.

7.2 **Distribution Procedures.**

- 7.2.1 School principals shall offer one of the following options to non-District related organizations that wish to make their materials available to students and/or parents so long as such materials are otherwise consistent with District Policy: designation of at least one date at the beginning of the school year and the calendar year when they will send materials of non-District related organizations home with students (the dates for this option shall be the second Friday of September and the third Friday of January); or regular, periodic distribution in elementary school students' take-home folders or to secondary students. Principals may also allow non-district related materials to be posted at a designated bulletin board or other location or available on the school's community information table or area. **Option(s) the principal selects shall be made available to all organizations on a non-discriminatory basis so long as the materials are consistent with section 7.1.2 above. Principals may not refuse to distribute eligible materials in accordance with the option selected on the basis of the viewpoint expressed.**
- 7.2.3 Representatives of organizations shall not be permitted in school buildings or on school grounds during school hours to distribute materials except for that allowed by District Policy 1300, Community Use of District-Owned Facilities.
- 7.2.4 During non-school hours, including at Back-to-School Nights, non-district related organizations and other members of the public may have access as determined by the principal to school buildings only as allowed by this and other District Policies/Procedures; state statutes; and municipal ordinances. The principal may control access to school grounds, and limit the time, place and manner of distribution of materials on school grounds, as the principal deems necessary to protect the integrity of the learning environment as well as the school's safety and order, so long as the principal enforces this provision on a non-discriminatory basis. Under no circumstances will individuals or organizations be permitted to gain access to school grounds or distribute materials in violation of law, policy or regulation, nor will they be permitted to leave materials on cars or otherwise litter school grounds.
- 7.2.5 To ensure that schools remain neutral, do not appear to approve or disapprove any particular religious or political viewpoint, and do not sponsor or endorse the classes or activities sponsored by any non-district related organization, all non-school, non-governmental materials made available through the schools shall include the following disclaimer affixed to the materials by the non-District related organization: **These materials are neither sponsored nor endorsed by the Adams 12 Five Star Schools, its Board, the Superintendent, or this school.**
- 7.2.6 School principals are responsible for determining whether materials from non-District related organizations satisfy the requirements of this regulation.

8.0 **Procedures for Student Distribution of Fliers.**

- 8.1 Students may distribute materials as provided in this Policy. Principals may impose reasonable time, place and manner restrictions on such distribution.

- 8.2 Principals shall prohibit distribution of materials which are likely to result in disruption to the educational process. In such cases, the principal shall meet with the requestor to determine if the student's message may be amended to avoid such disruption.
- 8.3 Students may not make mass distributions of non-school materials in school buildings or on school grounds during school hours, including bus arrival and departure times, except as expressly permitted by the principal. Permission must be secured in advance of distribution.
- 9.0 Interested individuals or entities may submit questions to Communications Services (ext. 4005).

CROSS REFERENCES:

Policy: 6220

Policy: 8500