

GUIDELINES FOR DISTRIBUTION OF INFORMATION/MATERIALS TO STUDENTS AND STAFF

GUIDELINES FOR LITERATURE DISTRIBUTION TO STUDENTS

Only information that will contribute significantly to the instructional program or promote educational, charitable, or recreational activities for students may be made available in school or distributed to students.

Materials being considered for distribution may not:

1. make reference to alcohol, drugs, or weapons;
2. attack ethnic, religious, or racial groups;
3. promote hostility, disorder, or violence;
4. proselytize (convert from one religion, belief, or party to another) a particular religious or political belief;
5. exclusively advertise a product or service for sale or rent (use of a logo is permissible);
6. be libelous, invade the rights of others, or inhibit the functioning of the school, or advocate interference with the rights of any individual or with the normal operation of the school;
7. favor or oppose any political candidate, any bond issue, or any other question to be decided at an election;
8. promote gambling; and
9. be obscene, vulgar or pornographic.

Literature being considered for distribution in school must be received by the executive director or the executive director's designee at least two weeks prior to the intended distribution date.

Literature being considered for distribution approval must include the following information:

1. Complete name of non-profit organization or event;
2. Date, time, place of the event, and areas involved; and
3. Contact person, mailing address, phone number, and/or website address.

Once the literature has been reviewed, the executive director or the executive director's designee will notify the non-profit organization of the approval or denial. Approved literature will be placed in or near the main office of the school and will be limited to no more than 100 copies. Literature shall be removed at the discretion of the executive director or the executive director's designee.

Only materials prepared by home division governmental departments, the school PTSA, school booster organizations, or the school may be distributed directly to students in accordance with Regional School Board Policy 2050 and are not subject to these guidelines. Sponsorship must be clearly identified.

The distribution of literature from outside groups may be allowed as part of a fund-raising activity so long as they meet the criteria outlined in this regulation.

Literature for Nonschool-Sponsored Contests and Competitions:

Contests and competitions must be related to the curriculum in order for materials to be distributed to students.

Requests for literature distribution regarding contests or competitions must be forwarded to the executive director or the executive director's designee at least one month prior to the event. Charitable organizations wanting to sponsor contests or competitions shall observe the following criteria: The contest or competition must be directly related to curricula taught in the designated subject area according to the program of studies and any literature related to contests or competitions must meet the guidelines stated above.

GUIDELINES FOR LITERATURE DISTRIBUTION TO STAFF

1. Guidelines in this regulation also pertain to materials distributed to staff, except that the executive director has the final authority for approval of these materials.
2. Materials provided for distribution to staff will be made available in the faculty lounge for a period of time designated by the executive director and then removed and destroyed by the executive director or his/her designee unless other arrangements have been made for retrieval by the provider.

Adopted: October 17, 2019
Amended: August 19, 2021
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