

SCHOOL DISTRICT OF GRAFTON
Board of Education Policy

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**POLICY ON DISTRIBUTION OF
MATERIALS AND LITERATURE TO STUDENTS**

Students or others may wish to distribute written materials to students at District schools. Any individual, group of individuals, or organization that wishes to distribute written material to students on school grounds is subject to this Policy on Distribution of Materials and Literature to Students.

For the purpose of this policy, "distribute" means to supply, give, convey, deliver, pass out, hand out, disburse or otherwise make available written material to students. For the purpose of this policy, "material" includes any handwritten or printed documents, drawings, graphs, charts, photographs, artwork, books, periodicals, audio and videotapes, digital records, electronic communications, software, or any other item on which data, writings, symbols, or images are recorded for the purpose of communication.

This policy does not apply to material that is intended to be a private communication between two individuals (e.g., a written note or greeting card passed from one student to another, graded comments from a teacher to a student, or a note from the school office to a student).

Distribution of written materials to students shall be determined by classification of the materials as either school-sponsored or non-school sponsored. The Superintendent or his/her designee will establish guidelines (including time, place and manner) and procedures for the approval and distribution of such materials. The Superintendent or his/her designee will make the final decision regarding the distribution of materials and literature to students.

In all cases, distribution of the following is not permitted:

1. Material that is insulting to or violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, infringes on a copyright or is any way prohibited by state or federal law;
2. Material that is socially inappropriate or inappropriate due to the maturity level of the students, including but not limited to material that is obscene,

pornographic, or lewd, vulgar or indecent or is insulting to any group or individual;

3. Material that may incite (lead) persons to commit illegal acts or violate School Board and/or school policy;
4. Material that is likely to cause substantial disruption to or materially interferes with the proper and orderly operation and discipline of the school or school activities.

I. Distribution of School-Sponsored Materials

School-sponsored materials may be distributed by school personnel to students with the approval of the Superintendent or his/her designee. Distribution of such materials shall be in accordance with adopted policies, rules and procedures.

Materials are considered "school-sponsored" when intended to be an extension of the school's curriculum or distributed under the direction of school personnel. School-sponsored materials must be consistent with the district's curriculum or programs. Such distribution is intended to be informational in nature and may include information about the school's operations, programs and events; and may include information about a school-sponsored or co-sponsored community event that is related to the school's mission, is an extension of the District's curriculum and will educationally benefit students.

The Superintendent shall be notified whenever the distribution of school-sponsored materials is denied, prohibited or stopped.

II. Non-School Sponsored Materials

Non-school sponsored materials may be distributed on District grounds in accordance with adopted policies, rules and procedures. Distribution shall not be construed as an endorsement or approval of the materials by the District. Recognizing that the primary mission of the District is to meet the educational needs of its students, the District reserves the right to disallow distribution, which is inconsistent or interferes with this mission.

Material that is solely of a commercial nature, including but not limited to material that solely seeks to advertise for sale the products or services of outside businesses is not permitted.

A. Requests to Distribute Materials by Students

Students requesting to distribute written materials shall submit a copy of the materials and a request to distribute to the Superintendent or his/her designee at least 48 hours prior to the proposed distribution.

The material must contain the following:

1. The name of the sponsoring student or organization; and,
2. A clear and bold notice stating: “This material is not sponsored by the school district or its personnel.”

The Superintendent or his/her designee shall provide a timely response to the student's request. Physical distribution of materials shall be in accordance with District guidelines and occur in a non-disruptive manner. No student may be required, coerced or harassed to accept the materials.

The Superintendent shall be notified when a request to distribute materials by a student is denied, prohibited, or stopped.

B. Requests to Distribute by Non-students

It is the policy of this Board to provide written materials to students (such as take-home announcements) by outside individuals or organizations under limited circumstances.

Non-school-sponsored materials may be sent home with students only if the following are true:

1. The group or organization requesting to send the information home through the schools constitutes a:
 - a. School-Related Activity Group – School-Related Activity Groups are:
 - i. Those groups that are directly related to the District’s educational program or extracurricular program sponsored by the District, including academic, athletic, cultural and social

group activities including, but not limited to, teams, clubs and organizations such as senior class.

- ii. Those groups not under direct sponsorship of the school or District, but related to the schools in that they are organized for the sole purpose of supporting the District's schools and improving education and are approved by the School Board for inclusion in this category including, but not limited to, parent-teacher and scholarship fund organizations, and the Booster and band clubs.
 - b. Community Activities Department Sponsored Group – Community Activities Department Sponsored Groups are those groups or programs which are directly sponsored by and administered by the Village Community Activities Department.
 - c. Community Youth Group – Community Youth Groups include but are not limited to the Boy and Girl Scouts.
2. The parents of the students do not object to receiving the information;
 3. The group or organization follows the procedure for distribution of the materials;
 4. The distribution does not interfere with classroom instruction; and
 5. The materials meet the following criteria;
 - a. The materials must provide information regarding a group-sponsored activity or event that promotes the health, education and/or welfare of District school-age children;
 - b. The materials do not overtly advocate for any such organization or its activity/event or seek to indoctrinate or convert;
 - c. The activity/event does not violate the law;
 - d. The program/activity must be considered age-appropriate by the Superintendent or his/her designee; and

- e. The materials must contain the name of the sponsoring group.

A copy of the materials and a request to distribute must be submitted to the Superintendent or his/her designee prior to the proposed distribution. The Superintendent or his/her designee shall provide a timely response to the request. Physical distribution of materials to the students shall be in accordance with District guidelines. No student may be required, coerced or harassed to accept the materials.

The Superintendent shall be notified when a request to distribute materials is denied, prohibited, or stopped.

III. Special Consideration for Distribution in District Elementary Schools.

The District recognizes that elementary school children are highly impressionable due to their relative age and less developed cognitive, emotional and psychological development. For this reason, elementary school children are vulnerable and more susceptible to outside influences than are middle and high school age children. Due to their underdeveloped ability to distinguish the source of written materials and weight to be given any messages contained therein, distribution of materials in elementary schools will be given closer scrutiny for age-appropriateness. Materials that seek to market, solicit money, recruit, indoctrinate or convert shall not be distributed in the elementary schools to elementary school students.

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