

# **Addison Central School District**

**Policy: Distribution of Non-School Sponsored Literature in Schools**

**File Code: E21**

**Warned: January 6, 2017**

**Adopted: January 17, 2017**

**Amended: May 7, 2018**

While encouraging community sponsored activities, it is the responsibility of the board and district to assure that district resources are focused on student achievement and to assure the least amount of disruption or distraction from class work during school hours. This policy defines the circumstances under which materials and information can be distributed to Addison Central School District students.

It is the policy of Addison Central School District to allow limited distribution of non-school sponsored literature on school grounds or at school events by community members or district employees acting in their own behalf or on behalf of a community group. Accordingly, the Superintendent may permit the distribution of non-school sponsored literature without discrimination as to the viewpoint of the literature in accordance with this policy

Non-school sponsored materials include but are not limited to literature means any printed, written, or electronic materials prepared by non-school organizations, groups or individuals for posting or general distribution that are not prepared as a part of the curricular or approved extracurricular programs of the district. It also includes materials prepared by School District employees acting in their own behalf or on behalf of a community group. Non-school sponsored materials includes such things as fliers, invitations, announcements, pamphlets, posters, photographs, pictures, films, audio recordings, digital media recordings, and electronic messages.

Distribution means handing non-school literature to others on school property or during school-sponsored events; posting on school property such as walls, bulletin boards, and District websites and social media accounts; placing upon desks, tables, on or in lockers; making available in principal's office; or engaging in any other manner of delivery of non-school sponsored literature to others while on school property or during school functions.

All non-school sponsored literature intended for distribution on school property or at school-sponsored events shall be submitted to the Superintendent or designee for prior review as instructed in the ACSD Distribution Guidelines.

This policy prohibits the distribution of literature that:

- a) Is libelous, defamatory, obscene, lewd, vulgar, or profane;
- b) Violates federal, state or local laws;

- c) Advocates the use or availability of any substance or material that may reasonably be believed to constitute a direct and substantial danger to the health or welfare of students, such as tobacco, alcohol or illegal drugs;
- d) Incites violence;
- e) Interferes with or advocates interference with the rights of any individual or the orderly operation of the schools and their programs;
- f) Is primarily of a commercial nature, including but not limited to all material that primarily seeks to advertise for sale products or services; or
- g) Whose primary purpose is fund-raising.
- h) Advocates for a specific political and/or religious viewpoint.

All non-school sponsored literature intended for distribution on school property or at school-sponsored events shall be submitted to the Superintendent for prior review as to the following:

- a) To confirm that the literature includes the name of the person or organization sponsoring the distribution, and that there is no implication that the literature is endorsed by the School District, and
- b) To confirm that the literature does not fall in one of the prohibited categories listed above.

Prior review of literature is not required when the non-school sponsored literature is distributed by an attendee to other attendees at a meeting intended for adults held after school hours.

The Superintendent may place reasonable time, place, and manner restrictions on the distribution of non- school sponsored literature.

Non-school sponsored literature may not be used during instructional time or school-sponsored activities unless it is of educational value to the school program, benefits District students or the school community, and is factually accurate.

Notwithstanding anything in this policy, the School District may adopt more restrictive rules for signs or messages on school property that bears the school imprimatur due to their location. For example, the School District may restrict the content of messages on advertising displayed on baseball field fences or brick pavers in walkways if advertising space is sold in those locations to raise money for the School District. Selling advertising in that way does not create a public forum in those locations.