

## **POST FALLS SCHOOL DISTRICT NO. 273**

Series 700: Business Procedures: Miscellaneous

Policy No. 706.4

Policy Title: Distribution and Posting of Materials

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### Distribution and Posting of Materials

Students are entrusted to Post Falls School District #273 for educational purposes. The distribution and posting of materials from outside the school system uses a considerable amount of valuable educational time. This time is taken away from students, teachers, and staff. It is the policy of the Board of Trustees is to limit the posting and distribution of materials to students, staff, and parents by non-school organizations. Outside organizations desiring to use the captive audience in a school for information, sales material, or special interest curricula will not be allowed access to the schools.

All organizations must have the approval of the superintendent or designee before materials may be posted or distributed. Permission will be denied to post or distribute any material that would:

- Disrupt the educational process;
- Violate the rights of others;
- Invade the privacy of others;
- Infringe on a copyright;
- Be religious or political in nature; or
- Be obscene, vulgar, or indecent.

No commercial publication will be posted or distributed unless the purpose is to further a school activity such as graduation, class pictures, or class rings.

Students shall not be used to distribute partisan materials or information pertaining to a school or general election, budget or bond issues, or negotiations. Students shall not be exploited for the benefit of any individual, group, or profit-making organization.

No staff member may distribute any materials on school property without prior approval of the superintendent or designee. All notices and notes sent home with students concerning school activities, programs, schedule changes, organizations, charges for equipment and materials, etc., shall be cleared with the building principal before being sent.

In order to facilitate the distribution of approved materials, each school will do the following:

1. Maintain a centrally located bulletin board for the posting of bulletins; and
2. Maintain a table where flyers and other information can be made available to students and parents.

It is the intent to post all approved notices and place flyers on the distribution table.

### Distribution of Fund Drive Literature through Students

Although many community drives are organized for raising funds for worthy nonprofit causes, it is the policy of the district to refrain from having students, as student body members, used for such collection or dissemination purposes.

Exceptions to this policy will be considered when recognized student or school-affiliated organizations of the district request permission to participate in such activity.

Adopted: 1/08/24