Distribution of Literature and Information

Policy Information

Series K - Community Relations

Distribution of Literature and Information in the Schools

Policy # KHAA

FILE: KHAA

DISTRIBUTION OF LITERATURE AND INFORMATION IN THE SCHOOLS

The School Committee will place limits on the types of outside agencies that may use school facilities for the distribution of literature and information.

1. **Establishment of Limited Public Forum**

The school committee designates each school facility as a *limited public forum* to which certain types of outside agencies may have access for the purpose of distributing literature and information in hard copy, electronically, or by posting notices at locations on school sites designated for the purpose by the Principal. In establishing a limited public forum the School Committee neither endorses nor sponsors either the outside agencies that may use the public forum or such literature or information as may be distributed by the outside agencies through the limited public forum.

2. **Designated Outside Agencies**

The Superintendent shall review the types of outside agencies that may distribute literature and information under this policy from time to time. The following types of outside agencies may distribute literature and information through the use of school facilities:

a. non-profit organizations that provide services or support for children and families

b. community organizations that provide services or support for children and families

c. public agencies and bodies that provide services or support for children and families.

For the purposes of this policy Parent-Teacher Associations, the Bourne Education Foundation and district recognized booster organizations are to be regarded as inside agencies.

3. **Disclaimer**

An outside agency preparing a notice or flyer for distribution shall include the following disclaimer in a prominent fashion on the front of the notice or flyer:

"Bourne Public Schools has neither reviewed nor approved the program, personnel, activities or organizations announced in this flyer. The participants agree to protect, indemnify, and hold harmless the district, its elected and appointed officials, employees, agents, staff and volunteers, from any and all claims, liabilities, damages, expenses, or rights of action, directly or indirectly attributed to the activities. Permission to distribute this flyer should not be considered a recommendation of the program by the school district. This is not a school district sponsored activity."

4. **Content of Literature to Be Distributed**

Any and all literature distributed under the provisions of this policy shall satisfy the provisions of M.G.L. Chapter 55, the campaign finance law. School buildings and facilities of any kind, and public employees while they are at work may not be used to promote or oppose a candidate for office or a political party or a vote on a ballot question, or aid or promote a political party.

The School Committee expects that outside agencies that distribute literature will exercise appropriate discretion as to its content.

5. **Distribution of Literature and Information**

No student shall be required to read or take home a notice or flyer provided by an outside agency.

Outside agencies shall provide the school with sufficient copies of the literature to be distributed at their own expense.

- A copy of the flyer or poster must be submitted to the Superintendent for review.
- Collated & packed by class size or as requested by the Principal
- Must be translated into the languages used by Bourne Public Schools
- No cost will be incurred by the school department in the distribution of flyers or posters
- All requests are approved at the Superintendent's discretion and their decision is final.

The digital distribution of notices and flyers shall occur weekly, as identified by the Superintendent through the use of our “Digital Backpack” link.

Outside agencies intending to use school facilities and/or via our “Digital Backpack” to distribute notices or flyers shall provide a minimum of seven days notice.

6. **Outside Agencies and School Newsletters or Notices**

School newsletters and notices to parents shall not publicize outside groups or recruit members to those groups. A link to the "Digital Backpack" may be embedded in digital newsletters.

7. **Bourne Public Schools will also allow e-Flyers under our Digital Backpack Tab, on our website**

In addition to the above related to distribution and flyers, all e-flyers need to meet these standards:

- We have your application and copy of your federal 501(c) status or state not-for-profit status.
- Events are youth-related or related to youth education.
- Programs and events are held within the Town of Bourne or a neighboring community within a 20 mile radius.
- Financial assistance or scholarships are prominently displayed and offered for students who cannot afford the services, and scholarship information is clearly explained on the eflyer.
- School names are included only as part of the location information for those events which are held in district schools. (E-flyer information and layout should not imply that because an event is held at a school that the event is endorsed by the school or district.)

LEGAL REF.: Massachusetts Department of Elementary and Secondary Regulation: 603 CMR. 26.06(l)

Adoption Date: 5/7/2025