

Distribution of Information by Outside Organizations and Individuals	C.32
<i>Adopted: August 12, 2014 Revised: September 8, 2015</i>	

Under certain circumstances parents, outside organizations and members of the public may distribute written materials (flyers, booklets, magazines, buttons, etc.) at school or request to have the District distribute materials. Non-district written materials may not be distributed without prior approval from the superintendent or the superintendent’s designee. The superintendent has final authority in determining whether the written materials are appropriate for distribution and the terms and conditions for the distribution. The following criteria will be used in the superintendent’s consideration of the request:

- Written materials which are of educational value to students will be considered for distribution;
- Written materials which provide notice of a community service or event likely to be of value to students and families such as recognized Parent-Teacher Organizations, District-sponsored student organizations and District-sponsored student programs/activities approved by the Superintendent will be considered for distribution;
- Written materials which are of a political or commercial nature will generally not be considered for distribution, unless the individual/organization can demonstrate a compelling reason that the written material should be distributed;
- Written materials which are inappropriate for the education environment will not be considered for distribution, including, but not limited to, written materials which:
 - Are obscene to minors – (a) material which, taken as a whole, lacks serious literary, artistic, political or scientific value for minors and, (b) when an average person, applying contemporary community standards, would find that the written material, taken as a whole, appeals to an obsessive interest in sex by minors of the age to whom distribution is directed;
 - Are libelous – a false and unprivileged statement about a specific individual which tends to harm the individual’s reputation;
 - Are vulgar, lewd or indecent – material which, taken as a whole, an average person would deem improper for presentation to minors because of sexual connotations or profane language;
 - Display or promote unlawful products or services – material which advertises or advocates the use of products or services prohibited by law from being sold or provided to minors;
 - Defames any group – material which disparages a group or a member of a group on the basis of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual

orientation, age, or genetic information – including racial and religious epithets, “slurs,” insults and abuse;

- Disrupts school operations – material which, on the basis of past experience or based on specific instances of actual or threatened disruptions relating to the written material in question, is likely to cause a material and substantial disruption of the proper and orderly operation of school activities or school discipline.
- The distribution of religious and anti-religious materials may be distributed by outside individuals or groups [“Distributors”] only at the secondary level (grades 7-12) and only under the following conditions:
 - Distributors will be allowed one school day per school year to distribute their religious or anti-religious materials.
 - Distributors must appear at school prior to the start of school and place their religious or anti-religious materials on a table in the school lobby at a location determined by the superintendent or designee. Distributors must be off the site at least 30 minutes prior to school starting. The District will furnish the table on which the religious or anti-religious materials will be placed.
 - The religious or anti-religious materials may be left on the table the entire school day.
 - A sign prepared by the superintendent or designee must be on the distribution table stating as follows: “Any student may take one free copy of the materials on this table which are provided free compliments of [insert name of individual or organization]. Distribution of these materials is neither sponsored nor endorsed by the Hilldale Public Schools, its board of education or staff.”
 - The District will not allow or make any announcement or posting of any kind about any religious or anti-religious materials.
 - No one [volunteer or school staff] may sit at the table or in any way encourage any student to take or not take any religious or anti-religious materials.
 - Thirty minutes after the end of the school day, the Distributors must come and pick up any of their religious or anti-religious materials that are left and must clean-up and remove any discarded materials.
 - The Distributors must be given a copy of these rules. Any Distributor who fails to abide by them may result in the denial of the privilege of distributing anywhere in the District in the future.

If distribution of any of the above materials is approved, the superintendent or designee shall, except for religious and anti-religious materials which may only be distributed as set forth above, designate the appropriate time, method, and location of distribution of the

materials. **However, at no time will any outside written materials be distributed during any instructional time for any student.**

Rules for Students

Students may distribute written materials in accordance with Board Policy F.30 – “Distribution of Written Material by Students.”

Other Regulations

All school sites will provide notice of this policy for the proper procedures for the distribution of written materials.

The District does not permit the broadcasting of announcements over its public address systems during the school day for organizations (whether for-profit or non-profit) and outside individuals. This prohibition shall not apply to the following:

1. Announcements related to PTO meetings and PTO-sponsored functions;
2. Announcements related to District-sponsored student organization meetings and functions;
3. District-sponsored student programs/activities approved by the Superintendent; and
4. Cancellation intercom announcements for any student groups (District-sponsored or non-sponsored) meeting at a school site before or after school hours provided the cancellation request is timely received by the site principal.

Permission to distribute any written materials is not an endorsement of the content of the materials either by the individual granting the permission or the board of education.

Signs Placed on the Exterior Grounds of Schools

Except for intercom announcements approved by the site principal and related to (1) PTO meetings and PTO-sponsored functions, (2) District-sponsored student organization meetings and functions, and (3) District-sponsored student programs/activities approved by the Superintendent, no signs related to outside organizations and individuals will be permitted to be placed on the exterior grounds of the schools in the District.

Informational Tables at Open House Events

At scheduled District Open House Events where parents meet with teachers, only the following organizations will be permitted to set up information tables: (1) Parent Teacher Organizations, and (2) District-sponsored student organizations.

Definitions

As used in this Policy:

1. “District-sponsored student organizations” means those student organizations whose membership is comprised solely of students enrolled at the District, meets for common goals, objectives or purposes, and that are under the sole direction and control of the District.
2. “District-sponsored student programs/activities approved by the Superintendent” means those programs/activities by District-sponsored student organizations that are approved by the Superintendent or designee and for which all monies generated are subject to deposit in the District’s general fund or an applicable student activity fund.