

SCHOOL–COMMUNITY RELATIONS

Series 900

ADMINISTRATIVE REGULATION DISTRIBUTION OF MATERIALS/INFORMATION ON SCHOOL DISTRICT PROPERTY BY ORGANIZATIONS AND PERSONS No.903.5R1

The Board recognizes that school-sponsored organizations, school-affiliated/supported organizations and groups from the greater community provide activities that support children and families and encourages these groups to do so. Any materials wishing to be distributed must be approved by the Director of Communications and meet certain standards prior to their distribution provided in Exhibit 903.5E1 JCSD Decision Making Matrix for Distribution of Materials by Outside Organizations.

1. School-sponsored and affiliated organizations such as the Dragon Scholarship Fund, Johnston Community School Foundation and school approved parent groups are allowed to distribute materials bearing the district's name and mark during school hours, at school events, and have access to the district directory upon request.
2. Designated school-affiliated organizations such as booster clubs and parent groups are allowed to distribute materials outside the school day and bear the district's name and mark.
3. Non-profit community organizations are allowed to distribute materials electronically and/or through the district's electronic backpack. They cannot bear the district's name or mark, and cannot distribute materials during school hours.
4. For-profit entities, religious and political entities are not allowed to distribute materials in any manner during school hours or school events. For-profit entities may be allowed as sponsors at promotional and/or school events.
5. All groups are allowed and encouraged to use the district's electronic backpack program. Designation of these organizations is the responsibility of the Director of Communications. A complete list is available at the district office.

While encouraging activities, it is the responsibility of the Board and the 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.

The Building Principal is responsible for determining the type of promotional handbills, posters, and/or other materials/information that may be displayed or distributed to students, employees, and school patrons in school buildings, during school activities and/or via school media and for determining the conditions under which approved distribution or posting may occur. Promotional handbills, posters, and/or other materials/information distributed in school should not bear the marks or name of for-profit entities unless sent out via school sponsored, school affiliated, school supported and/or for the purpose of supporting promotional events and must be approved by the

Director of Communications.

Distribution of some materials is always prohibited. Materials or information prohibited:

1. are obscene or illegal to minors;
2. are libelous;
3. contain indecent, vulgar, profane or lewd language;
4. advertise or promote any product, service, or event harmful to students, specifically drugs, alcohol, tobacco, or tobacco products.
5. constitute insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion, gender, disability, age or ethnic origin);
6. present a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

Approval from the Director of Communications is required before a person, organization or agency may:

- distribute or post circulars, handbills, cards or advertisements of any kind;
- make announcements of any nature;
- take up contributions on any school premises for any purposes;
- have information disseminated via school media, including email;
- distribute or display print or electronic advertisement or promotional materials of any kind;
- use the schools identity or logo.

Any material approved for distribution or posting for a non-school related organization may be required to include the following statement:

“This is not a Johnston Community School District publication, nor is it in any way endorsed or sponsored by the district. This publication is being provided only to inform you of other available community activities and opportunities.”

Date Approved: June 27, 2011

Last Date Reviewed: October 9, 2023

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