

DISTRIBUTION/POSTING OF PROMOTIONAL MATERIALS

FILE: KHC

TITLE: Distribution of Literature and Materials

POLICY:

(1) Materials, including donated items and awards, from outside school sources may be distributed through pupils. The school board recognizes two categories of distribution.

(a) Active distribution - Each student is given material(s) to take home. Permission for active distribution is generally reserved for materials from nonprofit or government-related organizations.

(b) Passive distribution - Materials are made available to students or parents to take if they wish.

(2) School personnel shall comply with the following requirements when literature or materials are to be distributed to students or staff members.

(a) The primary use of the materials shall be to fulfill a legitimate purpose of the Orange County Public Schools or a legitimate community need. The materials must not violate the ideals of the school system.

(b) The advertising feature should be secondary and should comprise no more than 25 percent of the material.

(c) Speakers invited to the school to make presentations to students may make any commercial materials that meet the criteria in (a) and (b) available to students and staff members for passive distribution.

(d) Literature of a denominational, partisan or sectarian nature shall not be distributed by school officials in any school. This restriction does not apply to the development or use of the Bible or other religious writings in classes for reference, literary, historical and other nonreligious purposes.

(e) Materials pertaining to a school bond referendum or district school board elections shall not be distributed to students.

(f) Materials originating from non-district sources for posting shall not be displayed without the principal's written approval, which shall not be unreasonably withheld.

(g) Any concern about decisions, distribution or lack thereof shall be promptly addressed by the superintendent or designee, and any unresolved issues may be promptly appealed to the school board.

(3) No person or staff member representing an outside organization may passively distribute, post literature, or make announcements on that organization's behalf on District property either during or after school hours without the permission and prior review of the Superintendent or his/her designee.

- (a) Materials from persons or staff members representing an outside organization may be made available for students under the following conditions:
- i. Distribution will only take place in the schools on date(s) and times established by the Superintendent or his/her designee.
 - ii. Materials may be placed on one unmanned table for distribution in a location where students normally congregate during non-instructional time.
 - iii. A written disclaimer should be displayed on the distribution table stating that the literature is not sponsored by, nor endorsed by, the Orange County School Board and identifying the organization sponsoring the distribution.
 - iv. A sign stating that the literature is available free of charge and one copy can be taken may be displayed on the table.
 - v. Representatives from outside organizations must not speak to students or encourage them to pick up the materials.
 - vi. Representatives from outside organizations may not position themselves continuously where they may be seen by the students.
 - vii. Representatives from outside organization may only be allowed to replenish materials if they run out and must remove any undistributed literature at the end of the distribution day.
 - viii. The representatives should not enter classrooms or other instructional areas.
 - ix. No student may be excused from instructional time to visit the distribution table.
 - x. The Superintendent and/or Principal shall reserve the right to electronically post or disseminate information regarding the proposed distribution to parents in advance of the distribution date.
 - xi. Materials of a denominational, sectarian, religious, political and partisan nature shall not be permitted to be distributed

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LAWS IMPLEMENTED: Sections 1001.41; 1001.33; 1012.28; 1001.54, Florida Statutes

ADOPTED: 11/23/93

Revised: _____

MATERIALS – cont'd

TITLE: Distribution of Non-district Materials To Employees

POLICY:

Facilities owned or leased by the school board shall not to be used as agencies for the distribution of denominational, sectarian religious ~~or~~ political, and partisan materials to employees. Commercial materials may be made available to employees for passive distribution with the permission of the principal or work location supervisor.

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LAW IMPLEMENTED: Section 41, Florida Statutes

ADOPTED: 10/12/93