

DISTRIBUTION OF WRITTEN MATERIALS FROM OUTSIDE INDIVIDUALS OR GROUPS, * AND FROM “LIMITED OPEN FORUM STUDENT GROUPS”, TO STUDENTS

The Centennial School Board recognizes that the occasional distribution of written material from certain outside individuals or groups and from limited open forum student groups to students through the school system may benefit the School District and/or its students.

The Superintendent is responsible for the implementation of this policy.

Refer to: [Solicitation Policy, 3.23](#)
 [Community/School Fund Raising Policy, 6.1](#)
 [Facility Use Policy, 6.2](#)
 [Student Publications Policy, 3.2](#)
 [Copyright Compliance Policy, 5.10](#)
 [Outside Speakers Policy, 5.8](#)

* The term groups includes, but is not limited to, agencies, organizations and associations.

Policy: **3.25**
Adopted: 02/14/82
Amended: 04/14/87
 01/10/89
 06/09/93
 02/10/98
 11/12/02
 03/11/08

DISTRIBUTION OF WRITTEN MATERIALS FROM OUTSIDE INDIVIDUALS OR GROUPS, *
AND FROM LIMITED OPEN FORUM STUDENT GROUPS, TO STUDENTS

- I. Outside Groups Which May Be Permitted to Distribute Written Materials to Students Through the Schools, and the Types of Written Materials Which Each May Distribute
- A. The Board does not intend to create a public forum, open or limited, for the distribution of written materials by outside groups through the school system. Such distribution shall be made in accordance with the provisions of this Policy.
 - B. Consideration shall be given to requests to distribute written materials to students only from certain outside agencies, organizations and groups, and only to distribute certain types of written materials as follows:
 - 1. Centennial Resident Community Groups are groups that have more than one-half of the members residing in the District or groups that regularly sponsor activities intended for residents of the District. Written materials to be distributed from such groups shall provide information to parents/guardians and/or students concerning sporting, scouting, and other non-controversial, nonpartisan and non-sectarian youth events or activities sponsored by the organization and open to youth.
 - 2. Centennial School-Related Groups are groups organized to support, and advance the purpose, and program of the School District and its student organizations. Such groups shall be open to students and/or parents or guardians. Written materials to be distributed from such groups shall provide information specific to the group's school-related activities and must be non-controversial, non-partisan and non-sectarian.
 - 3. Commercial Organizations are groups offering articles for sale. Written materials shall be limited to items from vendors approved by the District and directly related to student events or activities, such as class rings, portraits, yearbooks and student insurance.
 - C. Requests by outside agencies, organizations and groups to distribute written materials shall be in writing and shall be submitted to the Assistant Superintendent at least ten working days prior to the requested distribution date.
 - D. All such requests must include the following:
 - 1. Name of group
 - 2. Requested distribution date
 - 3. Grade levels and schools to be included in the distribution
 - 4. Purpose of material to be distributed
 - 5. One sample copy of materials to be distributed
 - 6. Description of how the distribution of this material will benefit the Centennial School District and/or its students.
 - E. All requests from outside agencies, organizations and groups falling outside the parameters set forth in paragraph I B1-3 to distribute written materials to students shall be denied.

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II. Limited Open Forum Student Groups

- A. Limited Open Forum Student Groups are non-curriculum related student groups as defined by the Equal Access Act, 20 U.S.C. §4071-74
- B. Limited Open Forum Student Groups may distribute written materials to students as set forth in this Policy.
- C. Requests by Limited Open Forum Student Groups to distribute written materials shall be submitted to the Assistant Superintendent in writing at least three working days prior to the requested distribution date.
- D. All such requests must include the following:
 - 1. Name of Limited Open Forum Student Group; name of faculty advisor, if any; name, school, and homeroom number of student representative of Limited Open Forum Student Group
 - 2. Requested distribution date
 - 3. Purpose of material to be distributed
 - 4. One sample copy of materials to be distributed.

III. Criteria for Approval or Rejection

- A. Requests to distribute written material, which are neither within the parameters set forth in Section I. B. 1-3 nor from Limited Open Forum Student Groups shall be denied.
- B. Notwithstanding the parameters set forth in Section I or the fact that a limited open forum has been created, any request to distribute materials shall be denied if these materials:
 - 1. advocate unlawful behavior
 - 2. are libelous
 - 3. violate copyright laws
 - 4. are obscene, indecent or vulgar
 - 5. present a clear and present likelihood that they will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities
 - 6. are for fund-raising activities, the proceeds of which would benefit non-Centennial School District groups

IV. Action on Requests to Distribute Materials

- A. When requests to distribute written materials are made by outside agencies, organizations, groups, or Limited Open Forum Student Groups, the Assistant Superintendent shall act on the request within five working days following its receipt, and shall notify the representative(s) of the requesting group of his or her decision in writing.

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- B. For requests from Limited Open Forum Student Groups, the Assistant Superintendent shall act on the request to distribute written materials within two working days following its receipt. Notice shall be given to the faculty advisor, if any, and the student representative named in the request. If the Assistant Superintendent denies a request from a Limited Open Forum Student Group to distribute written materials, that group may appeal to the Superintendent in writing within ten working days of written notice of the denial. The Superintendent shall act on the appeal within ten working days of its receipt.

V. Requirements for Written Material Approved for Distribution

- A. Every newspaper, flyer, pamphlet and all other written material approved for distribution in the Centennial School District shall have in a conspicuous position on the first page or the beginning thereof:
 - 1. The name, address, email address if available and telephone number of the sponsor or managing editor of the written material
 - 2. The following statement in distinctive boldface type:
NOTICE: THIS IS NOT A PUBLICATION OF THE CENTENNIAL SCHOOL DISTRICT. THE DISTRICT NEITHER APPROVES NOR DISAPPROVES THE CONTENTS THEREOF. IF YOU HAVE A CONCERN, WRITE OR TELEPHONE THE SPONSOR OR MANAGING EDITOR.
 - 3. The date of publication, if any, and, if part of a series, the sequential number of each such issue
 - 4. A statement as to whether the written materials are copyrighted in whole or in part with all included proprietary copyrighted material marked as required by law
 - 5. A notation of any other copyright owner's permission for use contained therein
- B. The name of the Centennial School District or of any of its schools, buildings or grounds shall not be used in any way as a masthead or title or in any way so as to imply official public sponsorship where such sponsorship has not been granted. If the masthead contains the name of an individual identifiable with the District or any of its schools, buildings or grounds there shall be a notation that the publisher has the permission of such person, the person's estate, or some other lawful reason for the use of the name.

VI. Distribution of Materials

- A. The Assistant Superintendent shall notify principals of the approval and availability of written materials authorized for distribution in their schools and shall include in the notification:
 - 1. The distribution date
 - 2. The target population
 - 3. A sample copy of the written materials

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- B. The Assistant Superintendent shall inform the requesting agency, organization or group regarding information intended for distribution. The agency, organization or group is responsible for contacting the principal and delivering the written materials to be distributed.
 - C. The School District will not be responsible for delays, damages, loss or distribution errors.
 - D. No employee below the position of the Assistant Superintendent shall have authority to act on requests to distribute written materials.
 - E. Distribution of written material from Centennial Resident Community Groups, Centennial School-Related Groups, and Commercial Organizations
 - 1. At the elementary level, written materials will be given to students on the designated distribution day.
 - 2. At the secondary level, distribution arrangements will be established based on the nature of written materials for students to pick up, if they so desire.
 - 3. No deviation from the above distribution procedures will be permitted unless approved by the principal or the Assistant Superintendent.
 - F. Distribution of Materials from Limited Open Forum Student Groups
 - 1. Non-curriculum related materials published by students shall be distributed during non-instructional time or in a Limited Open Student Forum.
 - 2. No public facilities or funds shall be used to disseminate or assist in the dissemination of materials in this category.
 - 3. Materials may not be distributed in a manner which tends to litter school property, impede the free flow of pedestrian and vehicular traffic or in a manner which involuntarily confronts others.
 - G. This policy is intended to regulate the distribution of written material. No authority is granted or implied hereby for the use of school grounds, playing fields, or the football field as an open public forum. No authority is granted or implied hereby for the distribution of any materials other than written materials, which satisfies the requirement set forth in this policy.
- VII. Notwithstanding anything to the contrary set forth herein, no distribution of written materials shall be permitted which disrupts the operation and discipline of the school or school activities.