

Timberlane Regional School District	Policy Code: KDCA
Adopted: 08-18-83 Reaffirmed: 08-08-93 Amended: 11-04-93 Revised: 02-24-05 Revised: 03-05-09 Revised: 11-19-09 Revised: 05-04-23	Page 1 of 2

DISPLAY AND DISTRIBUTION OF INFORMATIONAL MATERIALS AND ANNOUNCEMENTS

It is the responsibility of the School Board and the School District to assure that class time is focused on the education of students and activities consistent with our educational mission. It is also the responsibility of the Board and the District to see that information regarding school and governmental activities and programs is properly disseminated to parents.

At the same time, the Board recognizes that non-profit groups, community groups and businesses in the School District provide non-school activities and programs that provide a range of opportunities for our students. With those goals in mind, the Board enacts the following policy on the display and distribution of informational materials and announcements in our school.

I. USE OF STUDENTS TO DISTRIBUTE INFORMATIONAL MATERIALS AND ANNOUNCEMENTS

1. Only informational materials and announcements from the Timberlane Regional School District, federal, state, or local government entities, or school-affiliated parent-teacher organizations operating within the Timberlane Regional School District may be distributed through students.
2. The Superintendent or designee shall require these organizations to deliver all materials to the school three days prior to the designated day for distribution with a sufficient number of informational materials and announcements collated into stacks to minimize staff time necessary for the handling of the materials.

II. DISTRIBUTION OF INFORMATIONAL MATERIALS AND ANNOUNCEMENTS BY TIMBERLANE REGIONAL SCHOOL DISTRICT NON-PROFIT ORGANIZATIONS, COMMUNITY GROUPS, OR BUSINESSES

1. Non-profit organizations located in and operating in the Timberlane Regional School District, or community organizations or businesses with a principal place of business within the Timberlane Regional School District shall be permitted to display at any time during the school year informational materials and announcements in areas as designated by the school. The materials shall be removed from display areas periodically.

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2. All materials distributed by those non-profit community organizations, community organizations, or businesses must have the following printed on it: *“These materials are neither sponsored nor endorsed by the Timberlane Regional School District, the Timberlane Regional School Board, the Superintendent, or this school.”*
3. All materials must be approved for distribution by the Superintendent or designee and must be delivered to the school three days prior to the day designated for display with a sufficient number of copies for each of the designated display areas in the school.
4. The School District and its schools will not distribute or display communications of outside organizations that would:
 - Violate state or federal laws.
 - Promote illegal activity.
 - Contain words, symbols or images that would be regarded as lewd, obscene, vulgar or offensive.
 - Defame a person or organization.
 - May cause substantial disruption of a school or school-sponsored activity.
5. All approved materials will be publicized on the District’s electronic Community Bulletin Board.