

ADMINISTRATIVE POLICY

The online version of this policy is official.
Therefore, all printed versions of this
document are unofficial copies.

DISTRIBUTION OF INFORMATION AND MATERIAL

Clarksville-Montgomery County School System policy establishes these guidelines for posting and distributing fliers or other informational materials from non-school associated groups or individuals.

The office of responsibility for this policy is the Department of Communications.

I. GUIDELINES APPLICABLE TO ALL DISTRIBUTIONS

To best serve students and protect the integrity of equal access, schools are not open public forums and are accessible to nonprofit organizations only as set forth in this policy. Any access that is provided will be on a nondiscriminatory basis and will not be based on the viewpoint of the eligible nonprofit organization.

Any and all materials and information distributed within the schools as set forth in the policy shall relate to the schools' primary function: the education of students. These guidelines apply to all distributions of materials, both paper and electronic.

II. COMMUNITY ORGANIZATION ACCESS

- A. If an organization desires to make its materials available to CMCSS students and their parents, such materials shall meet the following criteria:
1. Any and all such material shall relate to the schools' educational mission, must be directed to students, must not be harmful to children, and must be age-appropriate.
 2. Charitable solicitations, partisan political organizations, and commercial or profit-making enterprises shall not be allowed to be distributed to CMCSS students, with the exception of school-business/organization partnerships and events and jointly sponsored government-business activities.
 3. With the exception of materials relating to school-business partnerships and events and jointly sponsored government-business activities, the materials may not contain names or logos of profit-making organizations.
 4. To ensure that schools remain neutral, do not appear to approve or disapprove any particular religious or political viewpoint, and do not sponsor or endorse the classes or activities sponsored by any community organization, all nonschool and nongovernmental materials made available through the schools shall include the following disclaimer:

These materials are neither sponsored nor endorsed by the Clarksville-Montgomery County School System.

The same disclaimer shall be posted at the school location where such materials are available.

- B. Community organizations should submit their materials in advance. School principals are responsible for determining whether such materials satisfy the above requirements.

- C. If such materials meet the above criteria, school principals shall offer at least one of the following options to nonprofit organizations that want to make their materials available to students and parents.
1. Posting at a designated bulletin board or other location;
 2. Maintenance of fliers in the school's community information area;
 3. For elementary distribution only, by take-home;
 4. Whatever option(s) the principal selects shall be made available to all eligible nonprofit organizations on a nondiscriminatory basis;
 5. The principal may require that nonprofit organizations provide volunteers to help the school post or distribute the materials.
- D. Representatives of nonprofit organizations shall **not** be permitted in school buildings or on school grounds during school hours to distribute materials to students.
- E. During nonschool hours, principals may control access to school grounds and limit the time, place and manner of distribution of materials on school grounds as necessary to protect safety and order. In no circumstances will individuals or organizations be permitted to gain access to school grounds or distribute materials in violation of law, policy, or regulation, nor will they be permitted to leave materials on cars, or otherwise litter school grounds.

EXCEPTIONS TO GUIDELINES:

- A. Information about school organizations (such as school clubs, community coalitions, PTA, PTO or other parent and booster organizations) may be distributed to students as long as:
1. The school organization is clearly identified.
 2. A nonschool telephone number is provided so that responsible individuals may respond to questions.
 3. Principals shall work cooperatively with parent organization representatives in distributing information to parents.
- B. Principals shall have the authority to permit students to collect and/or donate material goods for those in need. Such collections might include, but not be limited to, food gifts during holiday seasons or clothing for families stricken by disaster.
- C. Principals shall have the discretion to permit charity fund-raisers on an exceptions-only basis if the fund-raiser:
1. Will not disrupt the instructional program;
 2. Either benefits a charity relating to the community or benefits students or supports student-initiated student achievement goals. The charity may be local, national or international.
- D. The Director of Schools shall have the authority to permit:
1. Charity fundraising drives among employees on an annual or as-needed basis;
or
 2. School system-wide charity fundraising drives deemed necessary to support local business partners or meet a unique need relating to children. The charity may be local, national or international.

III. STUDENT DISTRIBUTION OF FLIERS

Students may distribute materials only as provided in this regulation. Principals may impose reasonable time, place and manner restrictions on such distribution. Students may not make mass distributions of nonschool materials in school buildings or on school grounds during school hours, including bus arrival and departure times.

IV. NONSCHOOL-SPONSORED CONTESTS AND COMPETITIONS

- A. Contests and competitions must be curriculum related. All requests shall be submitted in writing to the Curriculum and Instruction Director who shall then send written request approval or denial to the Chief Academic Officer (or designee) for inclusion in the weekly communiqué to principals.
- B. Charitable organizations desiring to sponsor contests or competitions shall observe the following criteria:
1. The contest or competition must be directly related to curricular standards taught in the designated subject area.
 2. Any material provided to students shall not contain advertising or requests for contributions for the charitable organization.
 3. If the contest or competition is approved, any student who submits an entry shall receive recognition of the entry.
 4. Contests at the elementary level school shall recognize all students for their attempts through certificates of participation.
 5. Neither specific students nor winning entries may be used for advertising purposes to elicit contributions.
 6. CMCSS does not endorse any charitable organizations; thus, neither its name nor the names of the individual schools may be used to elicit contributions by means of the contest or competition.

Implementing Procedures: None identified.

Revision History:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
3.10.09		Initial Release

***** End of Policy *****