

DISTRIBUTION OF ELECTRONIC AND PRINTED MATERIAL

The Deerfield Community School District maintains the right to manage information that is disseminated or distributed to persons within the school district buildings or on school grounds. These procedures are established as guidelines for persons to follow to maintain consistency with School Board Policy and related laws.

Publications and/or notices not specifically covered by these rules shall be evaluated by the Superintendent and Board of Education. Until approval is confirmed, such material shall not be posted in district buildings, on district media, nor distributed on school property.

Each administrator is responsible for establishing practices and procedures that are designed to assure that information that is distributed within their area of responsibility is pre-approved and consistent with district policy, administrative procedure, and related laws.

A. Information That Does Not Require Prior Approval Before Circulation and Distribution

Teachers and other school employees may distribute materials that are consistent with the approved curriculum or necessary for the effective management of the school.

Official school sponsored publications, including solicited advertising, may be produced and distributed in accordance with Policy 851 – Commercial Activities and Advertising.

B. Information That Requires Prior Review and Approval of the Building Principal or Designee

Following are examples of information that may be disseminated in district school with the expressed prior review and approval of the building principal or designee:

1. School event notices and calendars
2. School event programs
3. Notices of meetings by groups affiliated with and sanctioned by the school
4. Newsletters and information bulletins written by administrators, or produced by student organizations working under the supervision of an appointed advisor.
5. Signs or posters designed to promote school events, generate school spirit, or acknowledge or promote student achievement.
6. Information posted for general use by school-related organizations that are made available via public address, computer network or other electronic means.
7. Vending machines (with advertising) dispensing food or beverages to students.
8. Contractual relations with vendors to merchandise products to students and staff for the purpose of facilitating group purchasing. Examples include class rings, yearbooks, photographs and other group purchase of products or services.

B. Information That Requires Prior Review and Approval of the Building Principal or Designee (Cont.)

Following are examples of information that is not directly related to the mission of the school district, but which may be of general interest and value to students and/or staff, and which may be consistent with the philosophy and mission of the school district.

9. Notices of the Public Library and Public Health Officers.
10. Notices of local organizations that relate to the general cultural and/or physical welfare of the students, their parents or guardians.
11. Notices of local Boy and Girl Scout, 4-H, and other local youth organizations that relate to the general cultural and/or physical welfare of the students, their parents or guardians.
12. Notices that relate to events, procedures, or opportunities concerning the general health and welfare of the citizens or employees of the Deerfield Community School District.
13. Equipment or materials containing advertising of a service or product may be approved if the educational value or savings to District taxpayers warrant such approval.

C. Information That Is Prohibited

1. For profit advertising except as provided for herein.
2. Notices and/or publications relating to school board and/or other election of candidates, election issues and/or any other election related matters that advocate a particular position. This section does not prohibit notices that encourage the exercise of the civic right and responsibility to vote. Such notices are permitted under Section B.4.
3. Religious related notices or publications that promote religion or the point of view of a religion.
4. Materials that in any way advocate the compromise or overthrow of the government of the United States or any of its various political components.

D. Information That Is Prohibited (continued)

5. Materials that in any way violate the policies of the Deerfield Community School District with respect to protected groups (e.g. discrimination) or prohibited practices (e.g. harassment).
6. Materials which promote an illegal activity or event such as those involving the use of alcohol, tobacco or other drugs. This does not prohibit advertising in official school publications from establishments whose business is not primarily dependent upon the sale of alcohol or tobacco products (e.g., restaurants, bowling alleys, grocery stores).
7. Materials promoting or advertising non-district fund raising activities, or direct solicitations by non-school organizations. This section does not prohibit solicitations by organizations in behalf of good civic causes such as Red Cross Bloodmobile, and victims of weather or other tragedies. Such notices are permitted under Section B.4. (school-related organizations) or Section B.10. (local organizations).