

Board Policy 2110 – Distribution of Publications by Non-Students

- 1.0 Non-students shall not be permitted to distribute publications on school grounds during the school day or at school activities except in compliance with Policy No. 2110 and these procedures.

Individuals/organizations/agencies wishing to distribute or display materials to students must obtain approval from the school principal. The principal may prohibit all distribution or display of publications to students by non-students or may allow distribution/display following these rules and procedures. If the principal allows distribution/display as permitted under these regulations, the principal shall not prohibit the distribution or display based upon the viewpoint expressed in the materials, unless there is a reasonable likelihood that the materials would cause a substantial disruption to the school.

2.0 Procedures for Distribution

A principal shall approve materials for distribution directly to students only from the following organizations and only if the activity or event addressed by the material is for school-age students. Principals may choose to involve their Site-Based Decision-Making Team in developing procedures for such distribution.

- a) Agencies/departments within the city, county, state or federal government;
- b) PTO/PTA organizations or school booster clubs;
- c) Higher education institutions if materials relate to educational opportunities for school-age students;
- d) School/business partnerships or incentive programs that directly enhance or support the school's educational program;
- e) Non-profit organized youth sports leagues.

Only information concerning activities sponsored or endorsed by the above-listed organizations may be approved for distribution. Distribution is defined as sending materials home with students or posting materials on school Websites.

Principals may place reasonable limits on the frequency and timing of distribution. Principals may decline to approve activities planned at the last minute with distribution to come on short notice. Activities that involve fund-raising by students will not be approved unless such activities are school-sponsored. Distribution of registration forms that require the forms to be returned to the schools shall not be approved.

3.0 Requirements if Distribution is Approved by Principal

Materials must be in the school six school days prior to distribution date. Materials must be bundled or bound in groups of 30 to ensure easy distribution to classes.

The organization is responsible for getting the materials to each school. The school system's courier service cannot be used for this purpose.

4.0 Procedures for Display Only

Principals may approve materials from other individuals/organizations/agencies for display only if the material is primarily for school-age students and concerns one of the following:

- a) Educational services directly related to the school system's instructional program, such as test preparation courses, enrichment courses or tutoring;
- b) Recreational, educational or cultural activities;
- c) Activities that promote leadership and character education;
- d) Licensed day care services.

Principals may choose to display materials in a designated location in the school. All materials that are displayed shall contain the following disclaimer:

“The school's display of this publication is not an endorsement of the sponsoring organization, the activities described, or the contents of the materials displayed. In addition, Durham Public Schools makes no representation regarding the nature or quality of the services or activities promoted.”

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