

**K-2300 © KHC
DISTRIBUTION / POSTING OF**

PROMOTIONAL MATERIALS

Non-school promotional literature is that material not under the control of the school which is on or in a variety of mediums. Without exhaustion this may include but is not limited to pictures, flyers, items with a visual or printed message, electronic representations, and other visual and auditory representations.

Non-school promotional literature soliciting for or promoting participation in commercial offerings, politics or religion will not be allowed on school property during school sessions. Excepted from the category of commercial offerings are approved equipment, naming conventions and legal advertisement that provide financial benefit to the educational program as determined by the Board.

Nonprofit organizations providing instruction and practice for school age students in the areas of instruction listed below shall be permitted limited distribution, display, or posting of promotional literature for those activities at an individual school site within the guidelines indicated. Authorization shall be premised upon a written assurance and confirming literature received by the distributing/posting school at least two (2) weeks prior to the instruction/activity that the organization will:

- Agree that any charges for the instruction/activities will be based on and not exceed the cost of providing the instruction/activities;
- Not use fighting words, obscenities, defamatory speech or encourage disruption of the educational environment;
- Not provide representations or visuals that are inappropriate as described in The Children's Internet Protection Act;
- Label all material with the name of the organization;
- Display the name, address and telephone number of the local representative for the organization prominently on the promotional material; and
- Have an authorized representative of the organization sign the written assurances.

The promotional literature shall be provided to the school office at the same time as the assurance form to evidence compliance. School personnel shall not use the viewpoint expressed in the literature as justification for disallowing the authorization.

Areas of instruction and practice for which promotional literature is permitted to be displayed.

- Language arts
- Literature
- Mathematics
- Science
- Social Studies
- Music
- Visual Arts
- Health
- Physical Education
- Foreign or Native American Language (includes modern and classical)
- Career and Technical (vocational) Education

Manner of distribution/display/posting or stacking.

The manner of communication elected by each school shall be either:

- distribution of flyers in the weekly take home folder; and/or if an organization wishes to use this distribution method, the following disclaimer needs to be placed on the materials: *The Liberty School District No. 25 neither endorses nor sponsors the organization or activity represented in this document. The distribution of this material is provided as community service;*
- display of a representative item (posting on a bulletin board like structure);
or
- stacking flyers or representative materials on a flat surface

located in an area on the school campus generally accessible to students. Display/posting or stacking will be on a space-available basis.

From a list of signed and dated assurance forms maintained in the school office, the school administrator shall determine the items to be granted permission for distribution, posting, displaying or stacking during a prescribed time period, limited to the available space designated for such purposes.

Materials permitted for distribution, posting, displaying or stacking must be delivered to the approving school office by a person properly authorized to represent the entity providing the materials. The material shall not be larger than a standard eight and one-half by eleven inch (8 1/2" x 11") sheet of paper. Where stacking of materials for pick up is permitted, the quantity of materials stacked at the designated location shall not exceed one hundred (100) copies at any given time.

Times and places for display/posting or stacking. Display/posting or stacking of non-school promotional materials is prohibited in any school location except the designated area or surface for such materials. Materials shall be removed on a date certain not more than one (1) month after it has been posted/stacked or five (5) days after the activity begins, whichever is earlier.

The display/posting and/or stacking location shall be available every day without regard to weather, to students who are in attendance. A description and a map of this location will be posted at the administrative office of each school and made available in the District administrative offices.

Adopted: date of manual adoption

LEGAL REF.: [20 U.S.C. 9134](#), The Children's Internet Protection Act
[47 U.S.C. 254](#), Communications Act of 1934 (The Children's
Internet Protection Act)

CROSS REF.: [KD](#) - Public Information and Communications