

 GOVERNING BOARD POLICY	POLICY TITLE: Distribution/Display of Communications From School-Related Organizations
	POLICY CODE: KHB
	LEAD DEPARTMENT: School Community Services

In furtherance of its educational mission, the Governing Board authorizes its schools to distribute or display communications of school-related organizations that are designed to inform students or their parents/guardians of activities, events, programs, and other subjects that pertain to the school-related organization and that may be of interest to students and their parents/guardians.

The Governing Board prohibits the distribution or display of any promotional material related to K-12 schools (i.e. private, charter) other than TUSD.

Definitions

For the purpose of this policy, *Communications* means written material designed by a school-related organization to inform the reader of activities, events, programs, and other subjects that pertain to the school-related organization and that may be of interest to students and their parents/guardians. Communications may take the form of notices, announcements, flyers, newsletters, bulletins, brochures, FAQs (frequently asked questions), and monographs. E-mail (electronic mail) is strictly prohibited.

School related organizatio means (i) an organization whose activities support and promote the educational mission of the District, as determined by the Governing Board, or (ii) a government agency. School related organizations may include parent organizations, booster clubs, school employee organizations, the Arizona Interscholastic Association, and other organizations and clubs affiliated with the District and its schools. Government agencies may include any local, state or federal government agency.

Guidelines for Distribution or Display of Communications

So that communications of school-related organizations are distributed or displayed fairly and without creating an excessive burden on the District and its staff, the District and school-related organizations will adhere to the following guidelines:

- * School-related organizations are encouraged to review these guidelines and their application and, if necessary, discuss with the Director School Community Services before the school-related organization produces its communications. The organization should also review with the Director School Community

Services the lead-time necessary for each school to review and distribute the communications.

- * Distribution of communications of school-related organizations will occur by inclusion of the communication among the school materials that are given to students to read or deliver to their parents/guardian weekly or at other intervals. Display of a communication will occur by placing the materials in a location designated by the District or its schools for students and parents/guardians to obtain such materials.
- * School-related organizations are not authorized to directly distribute communications to students or parents/guardians on school grounds without approval of the school principal.
- * School-related organizations are responsible for the cost of printing and bundling all communications.
- * The District and its schools may restrict distribution of communications of school-related organizations to specific times of the school year or to postpone distribution of communications of school-related organizations. School-related organizations assume the risk that schools will not distribute time-sensitive communications on or before a desired date.
- * Communications must prominently display a telephone number for the school-related organization so that parents or guardians who wish additional information can obtain information directly from the organization. Likewise, communications that include a registration form must prominently display the mailing address of the school-related organization so that the parent/guardian will mail the form directly to the organization.
- * The District and its schools will not distribute or display communications of school-related organizations that, in the judgment of the Director of School Community Services would:
 - o Cause the District to violate state or federal laws or its policies.
 - o Promote illegal activity for minors.
 - o Promote illegal discrimination on the basis of gender, race, sexual orientation, religion, national origin or ethnicity, or disability.
 - o Contain words, symbols or images that would be regarded as lewd, obscene, vulgar or plainly offensive if communicated by a student on school grounds.
 - o Defame a person or organization.
 - o Threaten serious disruption of a school, the educational process, or school-sponsored activity.
- * Communications of school-related organizations will not include promotional or other materials of non-school-related organizations, unless the promotional or other materials are an integral part of an activity of the school-related organization.
- * The Director of School Community Services may determine that a communication should include a disclaimer. If required, the following disclaimer must be prominently displayed or affixed to the material:

The Tucson Unified School District neither endorses nor sponsors the organization or activity represented in this material. The distribution or display of this material is provided as a community service.

- * School-related organizations are encouraged to distribute or display versions of promotional materials in the languages spoken by the families of students who attend the school.
- * School-related organizations are encouraged to offer scholarships or subsidized fees to low income families if fees are required for participation of students or their parents/guardians.

Dispute Resolution

The District and its schools shall apply this policy in good faith and in a non-discriminatory manner. If the District refuses to distribute or display materials because it is deemed to be nonconforming, the school-related organization will be given an opportunity to make necessary revisions and/or deletions and resubmit the material for approval. An organization that believes that this policy has been applied improperly may request a meeting with the Superintendent or designee to review the matter. The Superintendent or designee shall determine, in his or her sole judgment, whether material submitted for distribution or display conforms to this policy.

Limited Public Forum

Tucson Unified School District operates its schools as limited public forums. This policy is intended to create a limited public forum for the distribution or display of communications of school-related organizations, subject to the terms and conditions set forth in this policy and any regulations adopted by the Superintendent to implement this policy. The Governing Board may redefine or close the limited public forum at any time.

Regulations

The Superintendent may adopt regulations as necessary to implement this policy.

Adopted: 8/3/2004

Revision:

Review:

Cross Ref: KHC – Distribution/Display of Promotional Materials of Outside Organizations; KHD – Business Solicitations to Employees
EJC – Electronic Mail

Replaces TUSD Policy # 1250 Use of Students For Distribution of Materials