



DISTRIBUTION OF MATERIALS TO STUDENTS

It is the Board's policy to cooperate with groups and individuals who wish to display non-school-related materials that have direct value to students subject to the approval of the Director of School, Community, and Media Relations.

The District will not display materials that promote an activity that will likely disrupt the orderly, efficient and disciplined atmosphere of the school or a school-sponsored activity.

Display of material does not imply agreement with or support of its content by the school, school administration, the Board, or the individual reviewing the materials submitted. Organizations and individuals sponsoring the activity must print their name(s) and contact information along with the following statement on all materials for display:

This is not an Ames Community School District publication, nor is it in any way endorsed or sponsored by the District. This publication is being provided only to inform you of other community activities and opportunities.

ADOPTED: March 21, 1994; Revised February 1999, May 2005, December 2012

REVIEWED: February 15, 1999; May 16, 2005; April 5, 2010; December 3, 2012



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I. Procedures

Individuals or groups requesting that materials be displayed must first submit for approval to the Director of School, Community and Media Relations a an electronic copy of the material that includes the District Disclaimer. The Director of School, Community and Media Relations will post materials by Friday, of the week they are approved, via a link on the District website while the information is current. The request must include the following information:

- A. Name and phone number of the person submitting the request;
- B. Date(s) and time(s) of day of intended display or distribution;
- C. The grade(s) or students to whom the display is intended.

Within 24 hours of receiving the request, the Director of School, Community and Media Relations will render a decision based on the Guidelines in Section II and inform the person submitting the request, or explain the reason(s) if the request is denied.

That person may submit a written request for appeal to the Superintendent. Within three business days of submission, the Superintendent will render a decision on the appeal.

The person requesting the appeal shall have the right to appear and present the reasons why displaying the material is appropriate.

II. Guidelines

Examples of materials that are unacceptable for distribution or display in the schools are:

- A. Are “hate literature”;
- B. Promote hostility, disorder, or violence;
- C. Proselytize a particular religious or political belief;
- D. Promote for commercial purposes the advertising of a product or service for sale or rent (information about services that have direct value to students such as dance lessons in private studios may be displayed);
- E. Favor or oppose any political candidate, any bond issue, or any other question to be decided at an election;
- F. Are obscene to minors;
- G. Are libelous;
- H. Are indecent or vulgar or contain any indecent or vulgar language;
- I. Advertise any product or service not permitted to minors by law;
- J. Invades the privacy of another person or endangers the health or safety of another person;



- K. Constitutes insulting or fighting words, the very expression of which injures or harasses other people (for example, threats of violence, defamation of character or a person's race, religion, or ethnic origin);
- L. Presents a clear and present likelihood that, because of ~~its~~ their content would cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, the commission of unlawful acts or the violation of lawful school regulations.
- M. Violate the state gift law.

III. Manner of Display

The distribution of materials shall be limited to an electronic file linked on the District's website. The person requesting display of the materials may also provide and bundle up to 30 hard copies per school to be given to the school secretary. Teachers will not place materials in students' Friday folders.

The Director of School, Community and Media Relations also approves materials that meet the guidelines in Section II and are intended for staff rather than students. After the materials intended for staff are approved, it shall be the responsibility of the person(s) supplying them to transport them to the school office(s). The principal or his/her designee will determine the place and manner of display.

Display of materials from any one group/organization shall be limited to once per month.

IV. Definitions

The following definitions apply to the terms as used in this policy.

A. "Obscene to minors" is defined as:

1. The average person, applying contemporary community standards, would find the written material, taken as a whole, appeals to the prurient interest of minors;
2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors, sexual conduct such as intimate sexual acts, masturbation, excretory functions and lewd exhibition of the genitals; and
3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.

B. "Minor" means any person under the age of 18.

C. "Material and substantial disruption" of a normal school activity is defined as:

1. Any disruption that interferes with or impedes the implementation of a normal school activity associated with an educational program for which student attendance is compulsory.
2. Student rioting; unlawful seizures of property; widespread shouting or boisterous conduct inappropriate to the event; participation in a school



boycott, demonstration, sit-in, stand-in, walk-out; or other related forms of activity associated with a normal school activity that is voluntary in nature (including without limitation school athletic events, school plays and concerts and school lunch periods).

D. "School activities" means any activity of students sponsored by the school and includes (by way of example, not by way of limitation) classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays, and in-school lunch periods.

E. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower him/her in the esteem of the community.

V. Violation of Policy

Any party attempting to distribute and/or display unapproved materials will be informed of this policy. Any party violating this policy will be requested to leave the school property immediately. The police will be called if necessary.

VI. Notice of Policy

A copy of this policy will be posted conspicuously in school buildings.

March 1994, February 1999, May 2005, April 2010, December 2012