

DISTRIBUTION/POSTING OF PROMOTIONAL MATERIALS

FILE: KHC

TITLE: Distribution of Literature and Materials

POLICY:

- (1) Materials, including donated items and awards, from outside school sources may be distributed through students or employees. The School Board recognizes two categories of distribution.
 - (a) Active distribution - Each student or employee is given material(s) to take home. Permission for active distribution is generally reserved for materials from non-profit or government-related organizations.
 - (b) Passive distribution - Materials are made available to students, parents, or employees to take if they wish.
- (2) Active Distribution. School personnel shall comply with the following requirements when literature or materials are to be actively distributed to students or employees.
 - (a) The primary use of the materials shall be to fulfill a legitimate purpose of Orange County Public Schools or a legitimate community need. The materials must not violate the ideals of the school district.
 - (b) The advertising feature should be secondary and should comprise no more than twenty-five percent (25%) of the material.
 - (c) Speakers invited to the school to make presentations to students may make any commercial materials that meet the criteria in (a) and (b) available to students and employees for passive distribution.
 - (d) Literature of a denominational, partisan, or sectarian nature shall not be distributed by school officials in any school. This restriction does not apply to the development or use of the Bible or other religious writings in classes for reference, literary, historical, and other non-religious purposes.
 - (e) Materials pertaining to district school board member elections shall not be distributed.
 - (f) Materials originating from non-district sources for posting shall not be displayed without the principal's written approval, which shall not be unreasonably withheld. The Superintendent or designee may also approve materials.
 - (g) Any concern about decisions, distribution, or lack thereof shall be promptly addressed by the Superintendent or designee, and any unresolved issues may be promptly appealed to the School Board.

- (3) **Passive Distribution.** No person or outside organization may passively distribute materials, post literature, or make announcements on that organization's behalf on facilities or property owned or leased by the School Board either during or after school hours without the permission and prior review of the Superintendent or designee.
- (a) Materials of a denominational, sectarian, religious, political, or partisan nature shall not be permitted to be distributed.
 - (b) Materials from persons or outside organizations that may be made available for students, parents, and employees are subject to the following conditions:
 - i. Distribution will only take place on date(s), time(s), and location(s) established by the Superintendent or designee.
 - ii. A written disclaimer should be displayed at the location, if possible, stating that the materials are not sponsored or endorsed by the School Board of Orange County, Florida.
 - iii. No person or outside organization shall enter classrooms or other instructional areas for the express purpose of passively distributing materials without the consent of the Superintendent or designee.
 - iv. The Superintendent or designee shall reserve the right to electronically post or disseminate information regarding the proposed passive distribution to students, parents, and employees in advance of the distribution date.

LAWS IMPLEMENTED: Sections 1001.33; 1001.41; 1001.54; 1012.28; Florida Statutes

ADOPTED: 11/23/93

REVISED: 2/10/15