

DISTRIBUTION OF INFORMATION AND MATERIALS ON SCHOOL PREMISES

It is the policy of the Ringwood Board of Education that students, school personnel, and school facilities may not be used in any manner for advertising, selling, fund raising, or promoting the interests of any non-school agency, organization, or individual without the prior written approval of the superintendent or the superintendent's designee.

Requests by individuals or groups for schools to use or distribute pamphlets, booklets, flyers, brochures, and other similar materials to students for classroom use or to take home must be submitted in writing to the superintendent's office. The materials and the proposed method of distribution shall be subject to review based on legitimate educational concerns. Such concerns shall include whether the material:

1. May be defamatory;
2. Is poorly written, inadequately researched, biased, or prejudiced;
3. Contains information that is not factual;
4. Is not free of racial, ethnic, or sexual bias; or
5. Contains advertising that violates public school laws, rules, and/or policy, is deemed inappropriate for students, or that the public might reasonably perceive to bear the sanction or approval of the district.

The superintendent or designee will determine whether acceptance of the material will contribute in a meaningful way to the educational program of the school. The educational program of the school is understood to include instruction, extracurricular activities, athletics, assemblies, and other similar activities carried out by the school.

The administration shall determine distribution procedures. Such procedures may include:

1. Distribution to each student before or after class if materials are not directly related to the instructional goals;
2. Notification to students or parents of the availability of the materials in a specified location if this procedure is deemed less disruptive to the educational process; or
3. Solicitation of school-related groups such as parent organizations to distribute materials.

Announcements of events sponsored by non-school groups must meet the same criteria and, if approved, may be posted in a central area within the school.

Commercial materials will not be distributed through the schools unless they are of benefit to the overall educational program of the school and are approved by the superintendent. These materials include, but are not limited to, equipment, supplies, printed matter, logos, slogans, trademarks, symbols, individuals and programs which are recognizable as representing a commercial firm, product, or service.

Any plans by an organization that would involve students in any manner must have the prior approval of the superintendent.

The practice of distributing pamphlets, booklets, flyers, brochures, and other similar materials shall be periodically reviewed to ensure that the mere volume of requests has not become an interruption to the educational process.