

**Unity School District**  
**Administrative Rule 852.1**  
**Distribution of Non-School Materials**  
**2.12.2019**

The Board of Education permits the distribution of non-school materials on school property, provided that such distribution meets criteria established by the District administration. The Board directs the District Administrator to develop regulations to facilitate the distribution of non-school materials while protecting the rights of students and staff.

The District may impose reasonable time, place, and manner restrictions on the distribution of materials on school property. This means that the District shall determine when, where, and how materials are distributed.

Community member requests to distribute non-school materials on school grounds shall be submitted to the District Administrator, or designee, who shall review proposed materials according to the following criteria:

- Limited to non-commercial, non-profit youth and family events, activities and organizations.
- To the fullest extent practicable, all materials shall be submitted electronically and with the following disclaimer: "The Unity School District does not endorse or sponsor the event, activity or organization identified on this document."
- Shall not disrupt the school environment or inhibit the operation of any school.
- Shall not promote tobacco, alcohol, drugs or weapons.
- Shall not be lewd, vulgar, profane, offensive, sexual, defamatory, obscene, or illegal.
- Unless permitted otherwise pursuant to Board policy or procedure, any communication that is considered an advertisement will not typically be permitted for distribution.

The District Administrator will make a decision within a reasonable period of time. If permission is granted for distribution of any materials, the time, place and manner of distribution will be solely within the discretion of the District Administrator, consistent with the provisions of this policy and regulations.

Campaign literature shall not be distributed to students or parents by any individual or group within school facilities (this includes buildings, campus, events, and parking lots). However, informational material prepared by the District may be distributed through newsletters and other school publications. Materials relating to political candidates or issues shall not be distributed within school facilities. However, informational materials relating to bond issues, referendums, initiatives, and legislative issues may be discussed and distributed at approved meetings held on school property when school is not in session.

All students and District employees must obtain approval from their building principal or the District Administrator before distributing any non-school materials on school property, consistent with the procedure detailed above. This precaution is necessary to ensure the safety of students and to protect students from material that is obscene, vulgar, defamatory, illegal, or

otherwise inconsistent with the educational purpose of the District. The building principal or District Administrator will grant or deny approval within a reasonable amount of time after reviewing the material(s) proposed for distribution. In order to avoid the appearance of endorsement or sponsorship, the building principal or District Administrator may prohibit the distribution of any material that does not conspicuously disclaim sponsorship by the District. Alternatively, the building principal or District Administrator may require that the designated locations for distribution bear a sign stating that the District does not endorse or sponsor materials distributed from these locations.