District Name	Brackett	ISD

County-District Number 136-901

District Contact Paula Renken, Supt.

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### All districts should complete the pages of this worksheet addressing FNAA(LOCAL): Student Distribution of Nonschool Literature.

Suggested Policy Text	District's Choices	Policy Considerations
DIS IRIBUTION OF NONSCHOOL LITERATURE PERMITTED Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the District or by a District-affiliated school-support organization shall not be sold, circulated, distributed, or posted on any District premises by any District student, except in accordance with this policy	<ul> <li>The text is acceptable as presented</li> <li>The district has revised the text in the left-hand column to reflect district practice</li> </ul>	The model text in the left-hand column does not suggest that districts must open their doors to anything and everything a student wishes to make available to others Instead, the text clarifies that any sale, circulation, distribution, or posting of nonschool literature by students is subject to provisions of this policy Please be aware that other policies provide information regarding use of a district s internal mail system [CPAB] and the process used by persons other than students who wish to distribute nonschool literature [GKDA] In addition a district's Student Code of Conduct may prohibit certain types of written speech even in personal communications not subject to this policy. e.g. harassing or threatening language Adoption of the model text would create a limited public forum for students to distribute nonschool literature If the district wishes to create a traditional public forum or to have a closed forum (as described in the explanation of legal issues in this <i>Starting Points</i> ) please contact your local school attorney for appropriate policy language
The District shall not be responsible for nor shall the District endorse, the contents of any nonschool literature distributed by students	The text is acceptable as presented The district has revised the text in the left-hand column to reflect district practice	To facilitate understanding among students, parents, and the public that approval of a student's distribution of nonschool literature does not mean that the district endorses the materials, you may wish to keep on hand a supply of disclaimer stickers or stamps for students to affix to their materials after review by the administration

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Suggested Policy Text	District's Choices	Policy Considerations
For purposes of this policy, 'distribution' means the circulation of more than <u>10</u> copies of material from a source other than the District	<ul> <li>The text is acceptable as presented We have filled in the blank to indicate the maximum number of copies of nonschool materials a student may distribute without requesting prior review</li> <li>The district has revised the text in the left-hand column to reflect district practice</li> </ul>	We recommend that the district establish a threshold allowing students to give their peers a minimal number of copies of nonschool material without prior review, in practice, most principals and teachers would simply find it too difficult to enforce a policy that required submission and prior review of all written personal communication between students, e.g. every love note or invitation to meet at the corner store after school Many districts find ten to be a practical number above which prior review would be required The lower the number, the greater the responsibility for enforcement and the more frequent the requests for prior review
Materials distributed under the supervision of instructional personnel as a part of instruction or other authorized classroom activities shall not be considered nonschool literature and shall not be governed by this policy For distribution of nonschool literature by nonstudents see GKDA	<ul> <li>The text is acceptable as presented</li> <li>The district has revised the text in the left-hand column to reflect district practice</li> </ul>	The suggested text in the left-hand column clarifies that materials are considered to be school-related and are not subject to this policy when distributed under the supervision of instructional personnel for a purpose related to instruction—such as when a student has handouts that accompany the presentation of a research project—or as part of some other authorized classroom activity, such as when students are permitted to distribute Valentines to all classmates at a holiday party in the classroom The text also provides a pointer to policies at GKDA addressing requests from nonstudents who wish to distribute nonschool materials

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Sugges	ted Policy I ext	District's Choices	Policy Considerations
Non	IIONS ON CONTENT school literature shall not be distributed by students on District erty if: The materials are obscene, vulgar, or otherwise inappropriate for the age and maturity of the audience The materials endorse actions endangering the health or safety of students The distribution of such materials would violate the intellectual property rights, privacy rights, or other rights of another person The materials contain defamatory statements about public	The text is acceptable as presented The district has revised the text in the left-hand column to reflect district practice	Ihe district may—within the bounds of the First Amendment— establish LIMITATIONS ON CONTENT to prohibit certain categories of materials that are not appropriate for the school setting The list in the left-hand column reflects categories of materials that courts have said may be excluded from a limited public forum at school
5	figures or others The materials advocate imminent lawless or disruptive action and are likely to incite or produce such action		
6	The materials are hate literature or similar publications that scurrilously attack ethnic, religious, or racial groups or contain content aimed at creating hostility and violence; and the materials would materially and substantially interfere with school activities or the rights of others.		
7	There is reasonable cause to believe that distribution of the nonschool literature would result in material and substantial interference with school activities or the rights of others		

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Suggested Policy Text	District's Choices	Policy Considerations
<ul> <li>PRIOR REVIEW</li> <li>All nonschool literature intended for distribution by students on school campuses or other District premises under this policy shall be submitted to the <u>Campus</u> for prior review in accordance with the following: <u>Principal</u></li> <li>Materials shall include the name of the person or organization sponsoring the distribution</li> <li>Using the standards found in this policy at LIMITATIONS ON CONTENT, the <u>Principal</u> shall approve or reject submitted materials within two school days of the time the materials were received</li> </ul>	<ul> <li>The text is acceptable as presented; we have filled in the blanks to identify the position with authority to review and determine the appropriateness of nonschool literature students wish to distribute</li> <li>The district has revised the text in the left-hand column to reflect district practice</li> </ul>	By filling in the blanks in the model text, a district identifies the position of the administrator with authority for PRIOR REVIEW of nonschool literature intended for distribution by students on district premises The text also establishes a reasonable time line for approval or rejection of literature that is submitted
<ul> <li>EXCEPTIONS TO PRIOR REVIEW</li> <li>Prior review shall not be required for distribution of nonschool literature by District students only in the following circumstances:</li> <li>1 Distribution of materials by a student to other attendees during a meeting of a noncurriculum-related student group authorized to meet at school during noninstructional time in accordance with FNAB(LOCAL); or</li> <li>2 Distribution of nonschool materials in circumstances for which exceptions to prior review are authorized at GKDA(LOCAL)</li> <li>Even when prior review is not required all other provisions of this policy shall apply</li> </ul>	The text is acceptable as presented The district has revised the text in the left-hand column to reflect district practice	The suggested text at EXCEPTIONS TO PRIOR REVIEW clarifies the circumstances under which a student's distribution of nonschool literature may occur without prior review: at meetings of noncurriculum-related student groups during noninstructional time—as approved under FNAB(LOCAL)—and under the same circumstances for which exceptions to prior review are outlined at GKDA(LOCAL) for nonschool literature being distributed by nonstudents

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Suggested Policy Text	District's Choices	Policy Considerations
IME, PLACE, AND MANNER RESTRICTIONS Each campus principal shall designate times, locations, and means by which nonschool literature that is appropriate for distribution, as provided in this policy may be made available or distributed by students to students or others at the principal's campus	<ul> <li>The text is acceptable as presented</li> <li>The district has revised the text in the left-band column to reflect district practice</li> <li>Omit this text; all district facilities are on one campus and/or distribution districtwide is under the authority of a single administrator (see next section)</li> </ul>	Common practice in school districts gives the campus principal the responsibility for designating when, where, and how literature may made available or distributed by students at the campus after the materials have received approval (in accordance with the process outlined above) The person designated to develop these guidelines must consider carefully the times, places, and means that are most appropriate W students be allowed to stand at the entrance to the cafeteria to distribute reviewed materials to their classmates? Or must they place all approved materials on a table in the front lobby? Once develope the guidelines must be communicated to staff, students, and the broader school community
The	<ul> <li>The text is acceptable as presented We have checked the appropriate box and filled in the blank to identify the position with authority to establish time, place, and manner rules for student distribution of nonschool literature at 1) facilities other than school campuses or 2) all district facilities</li> <li>The district has revised the text in the left-hand column to reflect district practice.</li> <li>Omit this text, the district has no facilities that are not under the authority of a campus principal</li> </ul>	In single-campus districts, this authority often rests with the superintendent; and in larger districts, an assistant superintendent for operations or some other central office official might determine time place, and manner restrictions that apply to all campuses. In a distribution as certain facilities not under the control of a single campus principal or located apart from its campuses, such as an administrative building or a performing arts center, a central office administrator m be designated to establish the rules for when, where, and how distribution of nonschool literature by students will occur at those facilities. The text in the left-hand column contains a blank for identifying the district-level position with authority to develop guidelines and asks districts to indicate whether the authority applies only to facilities no school campuses or to all facilities in the district

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Suggested Policy Text	District's Choices	Policy Considerations
VIOLATIONS OF POLICY Failure to comply with this policy regarding distribution of nonschool literature shall result in appropriate administrative action, including but not limited to confiscation of nonconforming materials, suspension of a noncurriculum-related student group's use of District facilities, and/or other disciplinary action in accordance with the Student Code of Conduct	The text is acceptable as presented Ihe district has revised the text in the left-hand column to reflect district practice	The text in the left-hand column addresses the consequences for VIOL ATIONS OF POLICY regarding distribution of nonschool literature, including disciplinary action in accordance with the district's Student Code of Conduct
APPEALS Decisions made by the administration in accordance with this policy may be appealed in accordance with FNG(LOCAL)	The text is acceptable as presented The district has revised the text in the left-hand column to reflect district practice	As with practically any decision made by the administration, a decision may be appealed to higher authorities, including the board through the usual complaint process outlined at FNG(LOCAL) The text in the left-hand column acknowledges this right to make an appeal

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#### Note: If the district allows noncurriculum-related student groups to meet at school, please leave pages 8-9 blank and skip to page 10. If the district does NOT allow noncurriculum-related student groups to meet at school, complete pages 8-9 only. **Policy Considerations Suggested Policy Text** District's Choices NO I IMITED OPEN FORUM-SECONDARY SCHOOL Pages 8 and 9 of the worksheet are reserved for districts that have NO LIMITED OPEN FORUM as described in the Equal Access Act, cited The text is acceptable as presented For purposes of the Equal Access Act, the District has not established a in FNAB(LEGAL), and for districts that only serve elementary school limited open forum for secondary school students to meet as students Examples of noncurriculum-related student groups may be a noncurriculum-related student groups on school premises during The district has revised the text in the left-hand column to Bible study group, a Fly-Fishing Club, an FCA Huddle, or a group of noninstructional time [See FNAB(LEGAL)] reflect district practice Young Democrats All districts serving students in middle school and/or high school Omit this text: the district serves only elementary school should complete either this page or the following set of pages to students declare whether those students are allowed to establish student-led. student-organized, noncurriculum-related groups that meet at school Districts serving no students above grade 6 need not address the Equal Access Act directly because it applies specifically to secondary schools NO LIMITED PUBLIC FORUM-ELEMENTARY SCHOOL All districts should respond to this section We recommend the text in the left-hand column because it is unlikely that students in grades 5 The text is acceptable as presented The District has not established a limited public forum for elementary and below would initiate, organize, and conduct group meetings school students to meet as noncurriculum-related student groups on without an adult steering the process. Most districts require the adult school premises during noninstructional time [See GKD for leaders to apply for use of school facilities through GKD(LOCAL) The district has revised the text in the left-hand column to community access] when wishing to conduct meetings (e.g., Scouts or Campfire) for reflect district practice elementary-age children after school

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<ul> <li>The text is acceptable as presented</li> <li>The district has revised the text in the left-hand column to reflect district practice</li> </ul>	If a district has no limited open forum, student groups may not formally meet at school unless the subject matter is related to the curriculum e.g., a Spanish Club sponsored by the Spanish teacher, or unless they apply under provisions of GKD(LOCAL) for nonschool use of school facilities just as anyone else in the community would do <i>If the district permits even one noncurriculum-related student group to</i> <i>meet immediately before or after school, at lunchtime or during an</i> <i>activity period, please begin on page 10</i>
	The district has revised the text in the left-hand column to

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If the district DOES allow noncurriculum-related student groups to meet at school, complete this and all subsequent pages.		
Suggested Policy Text	District's Choices	Policy Considerations
ESTABLISHMENI OF A LIMITED OPEN FORUM—SECONDARY SCHOOI For purposes of the Equal Access Act, the District has established a limited open forum for secondary school students enrolled in the District Each District secondary school campus shall offer an opportunity for noncurriculum-related student groups to meet on school premises during noninstructional time	<ul> <li>The text is acceptable as presented</li> <li>The district has revised the text in the left-hand column to reflect district practice</li> </ul>	The federal Equal Access Act, cited at FNAB(LEGAI) allows each district the choice of creating a limited open forum at secondary school campuses for noncurriculum-related student groups to meet at school during noninstructional time To be in compliance with the Act, such groups must be organized and led by students—not adults, including school personnel. Examples of noncurriculum-related student groups may be a Bible study group. a Fly-Fishing Club. an FCA Huddle, or a group of Young Democrats <i>Please note:</i> If your district serves students in middle school, but not high school, you may wish to modify the text in the left-hand column to indicate the grades to which your limited open forum applies. Please contact your Policy Consultant/Analyst if you need assistance
NO LIMITED PUBLIC FORUM—ELEMENTARY SCHOOL The District has not established a limited public forum for elementary school students to meet as noncurriculum-related student groups on school premises during noninstructional time [See GKD for community access]	<ul> <li>The text is acceptable as presented</li> <li>The district has revised the text in the left-hand column to reflect district practice</li> </ul>	All districts should respond to this section We recommend the text in the left-hand column because it is unlikely that students in grades 5 and below would initiate, organize, and conduct group meetings without an adult steering the process Most districts require the adult leaders to apply for use of school facilities through GKD(LOCAL) when wishing to conduct meetings (e g, Scouts or Campfire) for elementary-age children after school <i>Please note</i> If your district serves only elementary school students, you need only complete pages 8-9

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Suggested Policy Text	District's Choices	Policy Considerations
SPONSORSHIP Noncurriculum-related student groups shall not be sponsored by the District and shall in no way imply to students or to the public that they are school-sponsored All letterheads, flyers, posters, or other communications that identify the group shall contain a disclaimer of such sponsorship District personnel shall not promote, lead, or participate in the meetings of noncurriculum-related student groups	The text is acceptable as presented The district has revised the text in the left-hand column to reflect district practice	The Equal Access Act prohibits school sponsorship of noncurriculum- related student groups, including religious groups Students, staff, and members of the public can easily misunderstand that a group given permission to meet at school is not necessarily sponsored or endorsed by the school. It is important that such groups emphasize that distinction whenever they communicate information about their meetings or activities Employees are prohibited by federal law from participating in religious meetings of noncurriculum-related student groups. The model text at left prohibits employee participation at any type of meeting of a nonsponsored student group so that the same set of rules will apply to all such groups, irrespective of the content of their speech
For student activities sponsored by the District and having subject matter and purposes directly related to the school's curriculum, see FM	<ul> <li>The text is acceptable as presented</li> <li>The district has revised the text in the left-hand column to reflect district practice</li> </ul>	Student activities related to the curriculum, e g, a Spanish Club sponsored by the Spanish teacher, are school-sponsored activities and are not subject to the provisions of this policy. [See FM(LEGAL) and FM(LOCAL)]
REQUESIS To receive permission to meet on school premises during noninstructional time interested students shall file a written request with the <u>Campus Prin</u> , on a form provided by the District The students making the request shall indicate that they have read and understand the policies and rules governing nonsponsored, noncurriculum-related student groups and that the group will abide by those rules.	<ul> <li>The text is acceptable as presented; we have filled in the blank to identify the position with authority to review and approve requests from noncurriculum-related student groups to meet at school during noninstructional time</li> <li>The district has revised the text in the left-hand column to reflect district practice</li> </ul>	So that space can be allocated appropriately for the many activities that occur during noninstructional time, students requesting a place to meet as a nonsponsored group must make a formal request. In most circumstances, the principal will be the logical person to approach with such a request, however, a district may choose to have such activities at all its campuses coordinated by a central office administrator A form provided by the district might ask the students to provide the name and purpose of the group, the dates and times the groups would like to meet at school, and an estimated number of members who will attend the meetings You can find a model form at FNAB(EXHIBIT) in the <i>TASB Regulations Resource Manual</i> Please fill in the blank to indicate the position of the person to whom a request would be made

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Suggested Policy Text	District's Choices	Policy Considerations
APPROVAL The <u>Campus Prin</u> , shall approve or reject the request within seven school days, subject to the availability of suitable meeting space and without regard to the religious, political philosophical, or other content of the speech likely to be associated with the group s meetings. Approval to meet as a nonsponsored, noncurriculum-related group shall be granted for one school year at a time subject to the provisions of this policy	<ul> <li>The text is acceptable as presented; we have filled in the blank to identify the position with authority to review and approve requests from noncurriculum-related student groups to meet at school during noninstructional time</li> <li>The district has revised the text in the left-hand column to reflect district practice</li> </ul>	The Equal Access Act requires that all noncurriculum-related student groups be treated the same, regardless of the content of the speech at their meetings Once a district has established a limited open forum, a group with an unpopular viewpoint must be afforded the same opportunity to meet as groups whose purposes are more commonly accepted in the community Specifically, the Equal Access Act requires that districts not deny religious groups the same privileges granted to groups with nonreligious purposes The position you include in the blank in this section will likely be the same as in the blank in the previous section (REQUESTS), and may or may not be the same as in the next section (MEETINGS)
MEETINGS The <u>Campus Prin</u> , shall designate noninstructional time for meetings of nonsponsored, noncurriculum-related student groups and shall assign each approved group an appropriate location and time	<ul> <li>The text is acceptable as presented; we have filled in the blank to identify the position with authority to schedule meetings of noncurriculum-related student groups at school during noninstructional time</li> <li>The district has revised the text in the left-hand column to reflect district practice</li> </ul>	The Equal Access Act allows school officials to specify when noncurriculum-related student groups will be allowed to meet. The Act defines noninstructional time as "time set aside by the school before actual classroom instruction begins or after actual classroom instruction ends" To sidestep transportation issues and conflicts with after-school activities, however, many districts have activity periods in which clubs (school-sponsored, as well as nonschool-sponsored) can meet Others allow such meetings during the lunch period. The district official scheduling meetings of noncurriculum-related student groups should ensure that all such groups are afforded an equal opportunity to meet at times students will find convenient, regardless of the purpose of each group The position you include in the blank in this section may or may not be the same as in the blank in the previous two sections, at REQUESTS and APPROVAL

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District Contact Paula Renken, Supt.

Suggested Policy Text	District's Choices	Policy Considerations
EMPLOYEE MONITOR The principal shall assign a District employee to attend and monitor each student group meeting Monitors shall be present at meetings and activities in a nonparticipatory capacity to maintain order and protect school property No employee shall be required to monitor meetings at which the content of the speech would be objectionable to the employee	The text is acceptable as presented The district has revised the text in the left-hand column to reflect district practice	Because districts are expected to protect the well-being of students and faculty and to maintain order, it is common practice to assign an employee to attend such meetings to monitor behavior and the use of district property
ANNOUNCEMENTS AND PUBLICITY All nonsponsored, noncurriculum-related student groups shall be given access on the same basis for making announcements and publicizing their meetings and activities, in accordance with guidelines developed by the <u>Campus Principal</u> For distribution of nonschool materials, see FNAA	<ul> <li>The text is acceptable as presented; we have filled in the blank to identify the position with authority to develop administrative rules regarding announcements and publicity by nonsponsored noncurriculum-related student groups</li> <li>The district has revised the text in the left-hand column to reflect district practice</li> </ul>	As with time, place, and manner guidelines for distribution of nonschool literature, campuses and districts should have administrative rules in place for how these groups will be allowed to publicize their activities to other students. This will ensure that all nonsponsored groups are treated fairly and equally for making announcements, whether on the student activity bulletin board, over the public address system, or in student publications, such as the school newspaper or the yearbook Some districts may allow each secondary school principal to develop the rules for his or her own campus. Others may coordinate the guidelines through the central office, under the control of the superintendent or an activities director If a nonsponsored student group wishes to distribute outside its meetings multiple copies of flyers announcing activities, the distribution will be subject to requirements at FNAA
VIOLATIONS Failure of a student group to comply with applicable rules may result in loss of the right to meet on school premises In addition, students who violate applicable rules are subject to disciplinary action in accordance with the Student Code of Conduct	<ul> <li>The text is acceptable as presented</li> <li>The district has revised the text in the left-hand column to reflect district practice</li> </ul>	The text in the left-hand column addresses VIOLA HONS of this policy Permission to meet at school may be suspended if a group violates the district's rules regarding nonsponsored, noncurriculum- related student groups, and individual students are subject to rules in the Student Code of Conduct

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Suggested Policy Text	District's Choices	Policy Considerations
APPEALS Decisions made by the administration in accordance with this policy may be appealed in accordance with FNG(LOCAL)	The text is acceptable as presented The district has revised the text in the left-hand column to reflect district practice	As with practically any decision made by the administration, a decision by a principal to deny a noncurriculum-related student group permission to meet at school or a decision to suspend permission because of rule violations may be appealed to higher authorities, including the board, through the usual complaint process outlined at FNG(LOCAL) The text in the left-hand column acknowledges this right to make an appeal
Please follow the instructions on page 1 to ensure that text appropriate for your district is included properly in policies FNAA(LOCAL) and FNAB(LOCAL) and incorporated into the district's manual.		