

## **P2120 DISTRIBUTION OF PUBLISHED, FREE, AND INEXPENSIVE MATERIALS ON SCHOOL PROPERTY**

### **BOARD POLICY:**

**Section A: Published Materials.** Principals shall be responsible for all published materials distributed at schools. In general, the principal may refuse to permit the sale and/or distribution of any literature which seeks to sell commercial products for the gain of outside interests; seeks to promote a cause that would disrupt a school's academic program or the established rules of the school; seeks under the guise of "Freedom of Speech" to ridicule or embarrass faculty members, administrators, or members of the student body; or seeks to violate BOE Policy P6715 – Student Publications.

Administrative Implemental Procedures:

1. Teachers or other employees who sponsor or encourage publications or distribution of non-approved materials shall be responsible to the principal on the first violation. Further violations shall result in a conference with principal and the Superintendent.
2. Student editors or other students who bring to school, carry, or distribute publications in violation of this policy are to bear responsibility for all signed or unsigned materials appearing in the publication. After a conference with students and their parents, the principal involved shall take action appropriate to the violation; this may include suspension from school.
3. No literature of any kind may be sold or distributed at any Wichita Public School without the permission of the principal.

Section A Administrative Responsibility: Elementary and Secondary Education Offices

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**Section B: Free and Inexpensive Materials.** Individuals, companies, or organizations not affiliated with the school district who desire to distribute free and inexpensive materials of an educational nature through USD 259 must first receive approval of the materials for distribution.

Administrative Implemental Procedures:

1. Materials approved for distribution should meet these criteria:
  - a. Support the district's mission, policies, learning services, school program, staff, and students;
  - b. Be appropriate for staff, student, parent, and/or community audiences; and
  - c. Comply with Board policy and federal, state, or local laws or regulations.
2. Approval Process.
  - a. Distribution at One School. Materials to be distributed at one school must first be submitted to the principal for approval. In general, the principal may permit the distribution of materials based on criteria including, but not limited to, those described in this policy. If the principal has questions about the appropriateness of materials, the principal should contact Strategic Communications for assistance.
  - b. Distribution at Multiple Schools or District-Wide. Materials to be distributed at multiple

schools or district-wide must first be submitted to the Strategic Communications Division for approval. Strategic Communications will share information about approved materials with all principals.

- c. Approval for distribution does not imply an endorsement or guarantee distribution. Principals have discretion in distributions at their respective buildings.
3. Individuals, groups, or companies wishing to present fund-raising opportunities for a school must first contact the principal. For more information, see P1410 – Financial Campaigns and Money Raising Projects.
4. School and district partners may distribute materials related to their partner activities. Prior to distribution of such materials, partners should be registered with the district. For more information, see P2125 – Partner Activities.
5. For distribution of scholastic publications, see P6715 – Student Publications.
6. The individual, group, or entity wishing to distribute materials is responsible for distribution at the location(s) on school property approved by the principal. The distributor may be required to remove unused or discarded materials from USD 259 property.
7. The district reserves the right to deny and/or revoke approvals for distribution as per this or any other relevant Board policy.

Section B Administrative Responsibility: Strategic Communications Division

Latest Revision Date: December 2018

Previous Revision Date: March 2008 P2120

Updated administratively for alignment purposes: December 2020