



Administrative Regulation 1141 DISTRIBUTION AND DISPLAY OF INFORMATION AND MATERIALS TO OR THROUGH STUDENTS

Responsible Office: Office of Communications & Community Engagement

PURPOSE

In accordance with Board Policy 1140, this administrative regulation sets forth the guidelines for the distribution and/or display of non-school materials and/or information to students or staff of the Washoe County School District (District).

REGULATION

1. For the purposes of this document:
 - a. Information and/or materials refers to, but is not limited to, the following: written or printed documents, posters, flyers, handbills, photographs, pictures, films, tapes, or other visual or auditory items.
 - b. "Access" to facilities includes access to school bulletin boards and other media. The site administrator shall retain the authority to approve or deny distribution in order to maintain order and discipline and to protect the well-being of staff, students, and visitors to District facilities.
 - c. This regulation does not apply to information or materials distributed by the District or school related to a District or school issues or concerns (i.e. a health concern, maintenance issue, etc.).
2. Information and/or materials shall not be sold, circulated, distributed, or posted on any District premises by any District employee, volunteer, student, or by persons or groups not associated with the District, except in accordance with District policies and regulations. This includes distribution through the use of a District- or school-sponsored website or social media.
3. Distribution of information and/or materials to students, or through students to parents/guardians or the community shall be limited to the following:
 - a. Information and/or materials under the supervision of instructional personnel as part of the curriculum;
 - b. Information and/or materials related to District- or school-sanctioned or recognized activities or programs that originate from a District department, school, or school program;
 - c. Information and/or materials approved by the school principal or designated site administrator that offer a legitimate pedagogical purpose, which is an extra learning activity or opportunity;

- d. Information and/or materials from a school's parent-teacher organization or booster club. For the purposes of Board Policy 1140 and this document, such groups are not considered external organizations when the information and/or materials have a direct benefit to the school or school program; and/or
 - e. Information and/or materials concerning District/school fundraising programs and projects. Fundraising organizations must also receive prior approval through the District's Purchasing Department.
4. Approval Process
- a. Requests to distribute information and/or materials to students must be submitted to the school principal or site administrator, who shall determine if the information and/or materials complies with the provisions of this regulation and any other applicable policies and regulations of the District.
 - b. The principal or site administrator shall develop and implement standardized site-based procedures for the distribution of approved information and/or materials to students. This includes the criteria by which information and/or materials shall be gauged prior to approval, designated times, locations, and means by which information and/or materials may be made available or distributed to students.
 - c. The requestor must affix the following disclaimer on any and all information and/or materials which originate outside the District and are approved for distribution.

"The Washoe County School District and the Board of Trustees neither endorses nor sponsors the organization or activity represented in this document. The distribution of this material is provided as a community service."
 - d. The information and/or materials must be to a group or groups of students (e.g., the entire school, particular grade levels) and may not be to individually named students.
 - e. The information and/or materials must contain identifying information (the name of a school, organization, or District/school sponsored activity) as well as a contact name and phone number or email address.

5. General

- a. Distribution of approved information and/or materials to students at any particular school is not guaranteed.
 - b. Student email accounts assigned by the District shall not be used for the purpose of distributing non-District/school information and/or materials.
 - c. Given the excessive demands placed on schools during the first two weeks of the school year and the last two weeks of the school year, no external information and/or materials will be distributed.
 - d. The content of information and/or materials for distribution may not violate any District policy, administrative regulation, or law.
 - e. Distribution of information and/or materials related to political activity, outside the normal course of classroom instruction, shall be done in accordance with Board Policy 1310, Political Activity in Schools, and its associated administrative regulation. In the event of extraordinary circumstances, such as a visit of the President of the United States, information and/or materials related to a political event may be distributed to students upon review and approval by the Superintendent.
6. The District reserves the right to refuse to distribute information and/or materials considered obscene, profane, pornographic, or libelous images and/or statements; references to alcohol, tobacco or other controlled substances; materials advocating violence, hostility, and/or harassment; materials advocating discrimination or harassment based on ethnicity, religion, race, gender, sexual orientation, and/or any other protected classes; materials that are ungrammatical, poorly written, inadequately researched, or unsuitable for immature audiences; or materials promoting activities that could interfere with the normal operation of the school or the rights of others.

DEFINITIONS

1. The terms "sanctioned" and "recognized" refer to programs, activities, teams, and/or events that have characteristics to include, but are not limited to, the following:
 - a. are approved, at least on a limited basis, by the District;
 - b. are supervised and managed by District-approved personnel;
 - c. are composed of members of the current student body, to include a dual enrolled or private, charter or home-schooled student that is legitimately

enrolled in the school; and

- d. Comply with all policies, regulations, and rules of the District.
2. The term “non-sanctioned” refers to activities, teams, organizations, and/or events that are not controlled or managed by the District and do not have open access to District resources, to include funding. These activities may include, but are not limited to:
 - a. Organizations, activities, and/or teams run by individuals who are employed by the District but such organizations, activities, and/or teams are independent from the District. Although the individual may be employed by the District and he/she may pay to use District facilities, his/her independent activities are not considered by the District to be part of the course and scope of his/her employment with the District; and/or
 - b. Organizations, activities, and/or teams independent from the District wherein many students of the same school participate in such opportunities, but the participation is not offered or sponsored by the District and/or is not directly tied to a student’s enrollment in a District school.

DESIRED OUTCOMES

1. Through this administrative regulation, Board Policy 1140 shall be implemented, furthering the District’s efforts to develop and strengthen partnerships with students, parents/guardians, faculty and staff, and community.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

1. This administrative regulation reflects the goals of the District’s Strategic Plan.
2. This administrative regulation aligns with the following WCSD governing documents:
 - a. Board Policy 1140, Distribution and Display of Informational and Non-School Materials
 - b. Board Policy 1310, Political Activity in Schools, and the associated governing documents
 - c. Administrative Regulation 1332, Alcoholic Beverage, Controlled Substances, and Tobacco Prohibited
3. This policy complies with Federal laws and regulations, to include:

- a. Equal Access Act of 1984, 20 U.S.C. § 4071
- b. Boy Scouts of America Equal Access Act, 20 U.S.C. § 7905
 - i. Section 9525 of the Elementary and Secondary Education Act of 1965, as amended by Section 901 of the No Child Left Behind Act of 2001 (the Boy Scouts Act),

REVIEW AND REPORTING

1. This document shall be reviewed as part of the bi-annual review and reporting process, following each regular session of the Nevada Legislature. The Board of Trustees shall receive notification of any required changes to the associated policy as well as an audit of the accompanying governing documents.
2. Administrative regulations, and/or other associated documents, will be developed as necessary to implement this document.

REVISION HISTORY

Date	Revision	Modification
12/13/1966	1.0	Adopted
5/28/1966	2.0	Revised
7/21/1976	3.0	Revised
6/15/1982	4.0	Revised
1/14/1992	5.0	Revised
9/09/1997	6.0	Revised
1/03/2004	7.0	Revised
9/18/2014	8.0	Revised to align with changes in Board Policy
9/4/2018	9.0	Revised to align with changes in Board Policy limiting access to distribute info and materials to students