



Responsible Office: Office of Communications and Community Engagement

BOARD POLICY 1140

DISTRIBUTION AND DISPLAY OF INFORMATION AND MATERIALS TO STUDENTS AND EMPLOYEES

PURPOSE

The Board of Trustees (Board) seeks to ensure disruption to student instructional time is minimized, while optimally utilizing the limited resources of the Washoe County School District (District). This policy seeks to describe the Board's intention to limit the distribution and/or display of information and/or materials to students and/or staff by external organizations.

DEFINITIONS

1. "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 sanctioned by the District and/or is not directly tied to a student's enrollment in a District school.
2. "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 recognized and approved 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.

POLICY

1. The Board recognizes that disruptions to instructional time result in an interruption of student learning time. Such disruptions, through the resulting strain on employee time, create a drain on the District's limited resources.
2. Information and/or materials for non-sanctioned activities or organizations 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 District's electronic mail (email) system and any District or school sponsored websites or social media sites.
3. Neither the Board nor the District shall be responsible for, nor shall the Board or the District endorse, the contents of any non-sanctioned literature distributed on any District properties or at District-sanctioned or recognized activities or events.
4. This policy does not apply to materials distributed under the supervision of instructional personnel as part of instructional programming or other authorized classroom or District-sanctioned or recognized activities.
5. Distribution/Display of Information/Materials
 - a. Students. Distribution of information and/or materials to students, or through students to parents/guardians or the community shall be limited to the following:
 - i. Information/materials related to District- or school-sanctioned or recognized activities or programs that originate from a District department, school, or school program;
 - ii. Information/materials approved by the principal or designated site administrator that offer a legitimate pedagogical purpose, which is an extra learning activity or opportunity that is legitimately tied to a school's curriculum and/or programming;
 - iii. Information/materials from a school's parent-teacher organization or booster club. For the purposes of this policy, such groups are not considered external organizations when the information/materials shall have a direct benefit to the school or school program; and/or

- iv. Information/materials concerning District/school fundraising programs and projects. Fundraising organizations must also receive prior approval through the District's Purchasing Department and the school site administrator.
 - b. Staff. Distribution of information and/or materials to staff shall be limited to the following:
 - i. Information/materials related to District- or school-sanctioned or recognized activities or programs.
 - ii. Information/materials approved by the principal or designated site administrator that offer a legitimate pedagogical purpose, which is an extra learning activity or opportunity that is legitimately tied to a school's curriculum and/or programming.
- 6. Posting of Community/Public Notices
 - a. Posting of agendas and meeting announcements by local government agencies and other groups in accordance with Nevada's Open Meeting Law do not require approval.
 - b. Upon request by the governing agency or other entity, such notices shall be posted in the Welcome Center of the District's Central Administration Building and/or in the area designated by the site administrator of a specific District property.
- 7. The Superintendent shall cause to be created any necessary administrative regulations and procedures related to the distribution and/or display of information and/or materials to or through students, to or through staff, and the posting of public notices. Those documents shall include, but not be limited to, guidelines and protocols related to the distribution and/or display of information and/or materials to students or staff, and the review and approval process for such materials and information.
- 8. The District reserves the right to refuse to distribute materials considered offensive or inappropriate to include, but not limited to: Materials containing obscene, profane, pornographic, or libelous images and/or statements; references to alcohol, tobacco or other controlled substances; materials advocating violence; materials advocating discrimination or harassment, particularly against ethnic, religious, racial, or other protected groups; or materials promoting activities that could interfere with the normal operation of the school or the rights of others.

LEGAL REQUIREMENTS AND ASSOCIATED DOCUMENTS

1. This policy reflects the goals of the District’s Strategic Plan and aligns with the governing documents of the District, to include:
 - a. Board Policy 1310, Political Activity in Schools

REVISION HISTORY

Date	Revision	Modification
12/03/1966	1.0	Adopted
1/14/1992	2.0	Revised
9/09/1997	3.0	Revised
1/13/2004	4.0	Revised
8/26/2014	5.0	Revised: converted to new format, updated to align with current processes and distribution guidelines
12/21/2015	5.1	Revised: changed reference to Board Policy 5037 to new number 5305. No material change to policy was made.
9/13/2016	6.0	Revised: to clarify language related to staff use of district resources for district and/or educational purposes and not to distribute information and display materials related to private businesses
4/10/2018	7.0	Revised: to limit distribution to students and staff by external organizations
11/27/2018	8.0	Revised: to align policy and regulation in providing guidance on allowable materials
6/8/2021	9.0	Revised: to remove unnecessary verbiage, provide clarity, and ensure consistency in formatting.