

**Distribution of Materials by Pupils and Staff**

Material being sent home with pupils should relate to school matters or pupil-related community activities. Except when it pertains to the individual pupil, all such material must be approved in advance by the Chief School Administrator (CSA)/designee.

There is no district obligation to distribute or post any community group materials. But if a forum is opened up to any category or group (i.e., non-profit, non-partisan, community groups), the CSA will not discriminate against speech or materials on the basis of its viewpoint or religious content.

The determination of the CSA will be viewpoint-neutral in order to provide equal access to “limited public forums” including bulletin boards for notices, tables at back-to-school nights, or hand-outs to students.

No staff member may distribute any materials on school property without prior approval of the CSA. Materials will clearly indicate their source. Non-school related materials will be plainly labeled, including an express disclaimer that the activity is “not a school-sponsored activity.” Flyers and parental permission slips will be subject to the same review and standards.

All surveys, questionnaires or other similar items requiring pupil or parent/guardian response shall be reviewed and approved by the CSA prior to distribution. The CSA shall solicit written permission from parents/guardians before students participate in surveys or research that requests personal information as set out in federal law.

- A. Pupils and staff members shall not be exploited for the benefit of any individual, group or profit-making organization.
- B. Pupils and staff members shall participate only in appropriate situations and approved by the superintendent and the Board of Education (Board)
- C. Pupils shall not be used to distribute partisan materials or information pertaining to a school budget, election, bond issue, or negotiations.
- D. Staff members will not distribute partisan or political information during the regular operating hours of school or on school grounds. Any staff member requesting to distribute any materials on school property must have prior approval from the CSA or designee.
- E. Staff members will not use school materials or equipment to distribute or disseminate any partisan or political views or information.
- F. All publicity or materials to be disseminated by pupils shall be presented to the principal of the school and to the CSA for approval prior to distribution.

Key Words

Distribution of Materials, Research

**Legal References**

- Legal References:    N.J.S.A. 18A:36-34    Written approval required prior to acquisition of certain survey information from students
- N.J.S.A. 18A:42-4    Distribution of literature as to candidacy, bond issues, or other public question to be submitted at election; prohibited
- N.J.S.A. 19:34-6     Prohibited actions in polling place on election day, exception for simulated voting
- N.J.S.A. 19:34-15    Electioneering within or about polling place; disorderly persons offense
- 34 CFR 98.1 - Pupil Protection Rights Amendment
- Child Evangelism Fellowship of New Jersey, vs. Stafford Township School District, No. 03-1101 (October 2004)
- Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1988)

Possible

**CRITICAL POLICY REFERENCE MANUAL**

Monitored

File Code:

**1140**

Mandated

Adopted:

12/16/10

*Kittatinny Regional School District Policy*

Other Reasons

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<u>Cross References:</u>	*1100	Communicating with the public
	1315	Distribution of materials to pupils and staff
	*1322	Contests for pupils
	*1330	Use of School Facilities
	4135.16	Work stoppages/strikes
	4235.16	Work stoppages/strikes
	*5136	Fund-raising activities
	*6142.10	Technology
	*6145.3	Publications
	6162.5	Research

\* Indicates policy is included in the Critical Policy Reference Manual

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