

# I-21: Administrative Procedures

## School Media and Publications



---

### REFERENCES

[Board Policy I-21](#)

---

### DEFINITIONS

**Distribution:** Circulation or dissemination of material by means of handing out free copies, selling or offering copies for sale, posting or displaying material in a building, placing materials in mailboxes, or, when appropriately approved, posting on the Internet.

**School Media:** School media includes, but is not limited to, the school public address system, school webpages, school social media websites, notices and signs posted in the school building or on school property, and handouts or fliers distributed on school property.

**School Publications:** School publications are any publications, such as newspapers, yearbooks, or literary magazines that may be prepared in regularly scheduled classes and are a component of the curriculum approved by the board.

---

### PROCEDURES FOR IMPLEMENTATION

#### I. Written Standards

- A. Consistent with the parameters established in board policy, principals should consult with their School Community Council (SCC), and comply with the following procedures in developing standards for accessing school media and publications.
- B. If any school media or publication provides an opportunity for a group to announce an upcoming school event or activity, a similar opportunity must be made available to other similarly-situated groups.
- C. No school media or publication may include content which:
  1. is deemed to be lewd, obscene, vulgar, libelous, factually inaccurate, poor quality, or in any other way inappropriate or unsuitable for a student audience;
  2. violates state law or board policy; or
  3. would create a clear and present danger for any person, or an immediate and substantial disruption of the normal operation of the school.

#### II. School Media

- A. School media restrictions
  1. In general, distribution of promotional information or materials from the following are not permitted:
    - a. individual employees;
    - b. for-profit organizations, unless such materials fall within Board Policy G-14, Advertising, and its accompanying administrative procedures; and
    - c. outside groups, with the exception of the PTA, city and county programs, and recognized non-profit organizations that promote the welfare of the school and/or students, or provide recreation and enrichment opportunities for school-aged youth.
  2. School media may not be used to raise funds for outside organizations, with the exception of the one approved charitable project per school per year. See, administrative procedures for Board Policy I-17, Student Fundraising Activities.
  3. Information about designated business partners and SCC approved fund-raisers may be posted on a school's social media. However, no other materials that solicit money or promote commercial activities may be distributed or posted.
- B. Fliers and handouts
  1. If an appropriate organization (see, Section (A)(1) above) wants its materials posted or distributed on or in school property, the materials must first be approved by the district's communications officer. If approved by the district's communications officer, the materials must also be approved by the school principal prior to any distribution or posting.
  2. Approved fliers and handouts may only be distributed during non-instructional time, e.g. before school, after school, during lunch and between classes, provided that distribution does not disrupt the normal operation of the school or block passage through hallways.
  3. Distribution may be limited to designated areas of the school such as the student commons areas.
  4. If any complaints about the individual school standards and procedures are received, they must be reported to the communications officer.
- C. Public address announcements
  1. Announcements should be conducted in a manner that minimizes their impact on instructional time.

2. Announcements must be submitted in writing and be pre-approved by the principal or his or her designee.
3. Announcements may be edited by the administration for clarity, brevity, and standards of appropriate language in the school setting.
4. Announcements should be read by a designated person.
5. Announcements about meetings should be limited to the date, time, and place of the meeting, and key topics on the agenda.

D. Posters and notices

1. Posters and notices must be pre-approved by the principal, or his or her designee, and carry some designation to indicate approval. Any poster or notice that does not bear the designation of approval must be removed immediately.
2. All posters and notices must abide by the written standards outlined in Section I(C) above.
3. Principals may establish a maximum length of time for displaying posters and notices (e.g. one week) and require an expiration date be placed on all displayed materials. Groups who post approved materials are responsible for removing the materials on the expiration date.
4. The principal may designate specific areas for hanging posters or notices, such as particular bulletin boards, display cases, or student commons areas.
5. Acceptable posters and notices may be limited in size, number, or format (e.g. text only, no pictures), as long as the standards are consistently applied to all groups.
6. Guidelines for displaying posters and notices may indicate how materials are to be affixed to walls or bulletin boards (e.g. tape, staples, push pins, etc.), in order to avoid damage to the facility and minimize extra work for custodians.

### III. School Publications

A. Content guidelines

1. School journalists may report on and editorialize about controversial and crucial events in the school, community, nation, and the world. However, school editors and writers must observe the same legal responsibilities as those imposed upon newspapers and other news media.
2. All publications must abide by the written standards outlined in Section I(D) above.
3. Material that stimulates discussion or debate among students or in the community does not constitute the type of disruption that is prohibited.
4. Student staff, under the guidance of the publication sponsor, are responsible for the contents of the student publication. Content must conform to the above requirements, the prevailing community standards, and be approved by the principal or designated staff prior to publication.
5. Administrators have the right, in their sole discretion, to reject or edit the content of any material submitted for publication.
6. Reasonable and equitable opportunities shall be made for inclusion of differing editorial opinions.
7. Content that does not reflect the district's official position or is editorial in nature shall prominently include a disclosure to that effect.

B. Editors will be selected in accordance with the established criteria of each school. Selection criteria will be disclosed before new staff is selected.

C. Errors and omissions do occur in school publications. The district is not liable for any such error or omission unless it is the result of the district's or its employees' intentional or reckless conduct. The only remedy available for an error or omission is the publication of a correction or retraction.