

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 Superintendent/designee.

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

The determination of the Superintendent 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.

Pupils shall not be used to distribute partisan materials or partisan information pertaining to a school or general election, budget or bond issue, or negotiations. Pupils shall not be exploited for the benefit of any individual, group, or profit-making organization.

No staff member may distribute any materials on school property without prior approval of the Superintendent. 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 Superintendent prior to distribution. If the survey is approved, the individual conducting it will solicit and maintain written permission from parents/guardians before students participate in surveys or research that requests personal information as set out in federal law.

Date reviewed: June 12, 2002; November 18, 2009

Date adopted: June 26, 2002; January 20, 2010

Legal References: Use legal reference sheet.

Cross References: List your appropriate policies. See legal reference sheet for possibilities.

Key Words

Distribution of Materials, Research

Legal References

DISTRIBUTION OF MATERIALS BY PUPILS AND STAFF

Other Reasons:

It is a good idea to set limits on the kinds of materials that pupils and staff are allowed to distribute.

N.J.S.A. 18A:42-4 prohibits the use of pupils to distribute partisan literature or information in any election or bond campaign and requires the board to adopt rules to carry out its purposes.

Recommendation:

A policy that limits materials to those related to school activities or pupil-related community activities and names an authority to review them prior to distribution. This policy covers displays, bulletin boards, and material disseminated via the district web site, as well as written material.

- 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

- Cross References:**
- *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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USE OF BULK MAILING PERMIT

Organizations within the community, upon request and approval by the Superintendent, may use the school bulk mail permit.

Permission may be granted provided that the organization meets the following conditions:

- A. Mailing address of the organization is officially listed as 44 Neeta Trail, Medford Lakes, New Jersey, 08055.
- B. The organization agrees to pay all costs incurred for the bulk mail.
- C. The purpose of the mailings are related to pupil-related school activities.

Additionally, the use of the bulk mail permit shall be in accordance with the rules and regulations of the United States Postal Service.

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MEDFORD LAKES BOARD OF EDUCATION
PROCEDURE

FILE CODE: 1140A
 Monitored
 Mandated
 Other Reasons

USE OF BULK MAILING PERMIT PROCEDURES

Organizations requesting use of Bulk Mailing permit must be in compliance with Policy 1140A and submit the attached form to the Superintendent prior to permission being granted.

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MEDFORD LAKES BOARD OF EDUCATION

FILE CODE: 1140A

EXHIBIT

Monitored

Mandated

Other Reasons

BULK MAILING PERMIT - REQUEST FOR USE

The _____ hereby requests the use of the district bulk mail permit.
(NAME OF ORGANIZATION)

I hereby attest that I have read Policy 1140A and am in compliance with the provisions stated.

Purpose of Mailing:

Name

Date

Superintendent Approval

Date

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