

Policy Code: 5210 Distribution of Non-School Material Distribution of Materials to Students

Students and the educational program must be the focus of the schools. It is, therefore, the policy of the Chapel Hill-Carrboro City Schools to create a non-public forum for distributing materials from outside organizations to students and/or parents. Staff shall be required to distribute only four types of materials to students and/or parents. (This policy does not apply to the distribution and display of materials by individuals or groups that are on school property in accordance with Policy 5030, Community Use of Facilities.)

1. Materials from the Chapel Hill Carrboro City Schools;
2. Materials from agencies/departments with the towns, county, state or federal government and the state university system.
3. Materials from Parent Teacher Associations/organizations and school booster organizations.
4. Nonprofit organizations providing programs for youth that are primarily designed to promote fitness, cultural arts or academics consistent with the N.C. Standard Course of Study. Materials that primarily promote fund-raising activities by these nonprofit groups will not be approved.

Materials distributed through students shall contain no commercial advertising. The listing of the name and/or logo of a program sponsor for an outside agency or school or nonprofit organization or an acknowledgement of financial support would be allowed.

No other organizations may require school staff to distribute materials to be taken home by students. Each school may develop procedural guidelines for the distribution of the aforementioned materials, but the distribution of non-school material should not interfere with instructional time. Principals or the principals' designees shall approve materials from their own school organizations and booster groups. The superintendent or the superintendent's designee shall approve materials from all other school-related groups, as well as agencies, government branches and nonprofit organizations before distribution.

Unless otherwise restricted by building or district level administration, staff members may share information with individual students to inform them about community resources to supplement the education provided by the district. Nothing herein shall prevent the distribution of student-to-student materials or prohibit schools from designating a location accessible to parents and students where flyers or literature may be left by any person or organization. If a school chooses to create a limited public forum to allow literature distribution in this fashion, it may develop procedures as needed, but materials may not be screened for viewpoint.

Political campaign materials for candidates may not be distributed to students or made available on school grounds during school time or at school events. However, on election days, posters and printed materials are permitted for viewing and distribution to the public at schools used as polling places in accordance with state law and board of elections requirements.

Distribution of Materials to Employees

It is the policy of the Chapel Hill-Carrboro City Schools to create a limited non-public forum for the distribution of materials in employee mailboxes. Employee mailboxes shall only be accessible for literature distribution by the Chapel Hill Carrboro City Schools, the school's PTA, professional organizations for staff, the school's booster group(s) and school-sponsored groups. Political campaign materials for candidates may not be placed in employee mailboxes.

Schools may designate another location accessible to employees, such as a table in the teacher's lounge, where flyers or literature may be left by any person or organization. If a school chooses to create a limited public forum to allow literature distribution in this fashion, it may develop procedures as needed, but materials may not be screened for viewpoint.

Legal References: [U.S. Constitution amend. I](#); *Peck v. Upshur*, 155 F.3d 274 (1998); [G.S. 115C-36, -47](#); [136-32](#); [163-129](#), [-166.4](#)

Cross References: Collections and Solicitations (policy 5220)

Adopted: 5/6/99

Revised: 6/2/05, 2/6/14, 3/19/2020, 5/4/21, 2/3/2022

Chapel Hill-Carrboro Schools
