



## **KHC - DISTRIBUTION/POSTING OF NON-DISTRICT COMMUNICATIONS**

In order to help prevent disruption of and interference with Poudre School District operations, District property and resources may be used for distribution and/or posting of non-District communications only in accordance with the following terms and conditions:

- Printed advertising flier packets may be sent home with students or e-mailed in electronic form to their home computers no more than three times each school year in accordance with guidelines developed by the director of communications. Such advertising shall be limited to structured and supervised athletic, cultural and academic programs, activities and services for District students. Advertisers may be charged a nominal fee to help cover the cost of these distributions.
- Commercial advertising that provides special offers for District employees may be posted on one or more District websites specifically designated for that purpose in accordance with guidelines developed by the director of communications.
- Goods and services available to and/or wanted by District employees may be posted on one or more District websites specifically designated for that purpose in accordance with guidelines developed by the director of communications.
- Advertising and other promotional notices, pamphlets and fliers may be made available at the discretion of each site administrator on bulletin boards, stands or table displays in cafeterias, lobbies, hallways, indoor common areas and/or outdoor common areas in accordance with written guidelines developed by the director of communications. The use of bulletin boards, stands and table displays may be limited at each site administrator's discretion to specific times and/or activities.
- District revenue advertising is permitted in accordance with the terms and conditions specified in District Policy KHB.

All distributions and postings of non-District communications shall include a statement clearly indicating that they are provided only as a public service and that the District is neither recommending nor endorsing the subject of the communication.

The following types of non-District communication are prohibited under this policy:

- Distribution or posting of communications that are inconsistent with the District's educational values.

- Distribution or posting of communications that concern drugs, alcohol or firearms.
- Distribution or posting of obscene or defamatory communications.
- Distribution or posting of communications that promote or oppose any religion.
- Distribution or posting of communications that promote or favorably portray conduct that is unlawful, or conduct that is inconsistent with District policy or regulation.
- Distribution or posting of communications that promote or favorably portray conduct disruptive of District or school operations.
- Distribution or posting of communications that create an actual or reasonably perceived conflict between the public responsibilities and private interests of any District employee or Board member.

This policy is not intended and shall not be construed to prevent or limit distributions, postings and other communications by District administrators and instructional employees reasonably intended to supplement or enrich the District's curriculum and programs, or by non-District personnel in connection with District-sponsored activities. This policy is also not intended and shall not be construed to prevent or limit distributions, postings and other communications by District administrators regarding meetings and activities of support organizations.

Adopted by Board: October 28, 1996  
Revised by Superintendent: October 1, 2012  
Revised by Superintendent: December 10, 2012  
Revised by Superintendent: May 12, 2014

LEGAL REF:  
C.R.S. 22-32-110(1)(r)

CROSS REFS:  
CA, District Governance  
EHA, District Information Technology  
JICEC, Student Distribution of Non-School Materials  
KBE/KJA, Support Organizations  
KF, Use of District Facilities  
KHB, District Revenue Through Advertising