

Oak Ridge Schools

Office of the Superintendent



Administrative Procedure 3.206 (B)

Use of Schools to Publicize Community Activities

February 17, 2017

School Distribution of Flyers

With prior approval, schools can be used for publicizing community activities and programs only when the activities are of direct benefit to students and are of a non-commercial and non-religious nature.

Organizations interested in publicizing a student-centered activity should contact the office of the Executive Director of School Leadership and provide a copy of the advertisement or announcement that is being requested for distribution. All requests will be approved or denied according to the criteria listed above. Approval is granted on an individual basis and must be re-approved each school year. Advertisement decisions will be shared with administrators and pertinent staff at each building. The organization will be notified of the approval or disapproval. If approved, the requesting organization is responsible for providing and delivering copies of the approved advertisement to individual schools.

Announcements for the following groups are generally approved but subject to the same approval process as described above: Boy Scouts, Girl Scouts, Brownies, Cub Scouts, Camp Fire, Junior Playhouse of Oak Ridge, D.A.R. Essay Contest, Boys and Girls Club, Girls Inc., Indian Guides, Children's Museum, American Museum of Science and Energy, Oak Ridge Civic Music Association, Oak Ridge Civic Ballet Association, City of Oak Ridge recreation programs, Montessori School of Oak Ridge, AYSO and SCOR.

Distribution of Literature on School Property

Any individual or organization wishing to distribute literature on school property must have permission from the building level administrator. Approval is not based on agreement with the literature that is being presented for distribution but refers solely to the reasonable judgement intended to protect our students and the entire school community from irresponsible publications. Principals retain the discretion to accept or reject any request for the distribution of literature on school property for any legal reason, including, but not limited to, the following:

1. It is libelous, invades the privacy of others, infringes on a copyright, or is in any way prohibited by state or federal law.
2. It is obscene, pornographic or lewd, vulgar or indecent.
3. It primarily consists of advertisement for sales or solicitations of a business.
4. It promotes alcohol, tobacco, drugs or other illegal activities.
5. It is likely or has the potential to cause disruption to the school environment or operation.
6. It contains substantive messages on politics, religion, or matters not related to the educational mission of Oak Ridge Schools.
7. It endorses a particular candidate for an elected position or public office. **(Exceptions will be made on election days where school facilities are being used for voting)**

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