

COMMONWEALTH CHARTER  
ACADEMY

**BOARD OF DIRECTORS POLICY**  
**SECTION: 900 COMMUNITY**

**925. DISTRIBUTION OF MATERIALS BY NON-SCHOOL ORGANIZATIONS,  
GROUPS, OR INDIVIDUALS**

§ 1. Purpose and Authority

From time to time, non-school organizations, groups, or individuals request that Commonwealth Charter Academy (CCA) provide information to CCA's students and/or families about the programs or services they offer. All requests from non-school organizations, groups, or individuals seeking to provide CCA's students and/or families with information on non-school-sponsored activities, awards, or scholarships shall be handled in accordance with this policy and its accompanying administrative guidelines.

The Board directs the CEO or designee to develop the administrative guidelines or regulations required to implement this policy.

§ 2. Definitions

Unless the context clearly indicates otherwise, the following terms used in this policy shall have the following meanings:

*Non-school organizations, groups, or individuals* – Those entities or individuals that are not part of the school program or part of school-sponsored activities or organized or approved pursuant to Board policy. When employees or Board members act on behalf of a non-school organization or group, or on their own behalf, this policy applies to them. Students shall be governed by a separate and distinct Board policy regarding student expression and distribution of materials.

*Non-school materials* – Any printed or digital materials prepared by non-school organizations, groups, or individuals for posting or general distribution and which are not part of CCA's curricular or approved extracurricular programs. This includes flyers; invitations; pamphlets; posters; bulletin boards, both physical and online; non-school organization websites; and the like.

*Distribute* – Making available to others on CCA property or during CCA functions or school-sponsored events in any manner including, hand-delivering, physically posting, or placing materials on desks, tables, or common areas. When email, text messaging, or other technological delivery is used as a means of distributing or accessing non-school materials on CCA property or by the use of CCA equipment, including CCA-issued computers, CCA servers, and other information technology resources owned, operated, or maintained by CCA, it shall be governed by this policy.

*Post* – Publicly displaying non-school materials on CCA property or at school-sponsored events, including but not limited to displaying on walls and other permanent or temporary physical locations, or on CCA’s relationship management system or learning management system, CCA sponsored websites, social media pages, or other CCA-owned or operated technology and the like.

*Prohibited activities and materials* – Activities and materials that:

1. Are libelous, defamatory, obscene, lewd, vulgar, or profane;
2. Violate federal, state, or local laws;
3. Violate Board policy or administrative guidelines;
4. Advocate the use or advertise the availability of any substance or material that may reasonably be believed to constitute a direct and substantial danger to the health or welfare of students, such as tobacco, alcohol, or illegal drugs;
5. Incite violence;
6. Advocate use of force or urge violation of federal, state, or local law, Board policy or administrative guidelines; or,
7. Interfere with, or advocate interference, with the rights of any individual or the orderly operation of CCA and its programs.

### § 3. Guidelines

#### ***Non-school Activities and Materials***

Requests for student participation in non-school organizations, groups, or individually sponsored activities or to distribute or post non-school materials must be made in writing to the Director of Family Services.

Activities sponsored by non-school organizations, groups, or individuals may not occur, and non-school materials may not be distributed or posted unless they are approved, of educational value to, and benefit CCA’s students or the CCA community, and they are factually accurate. Prohibited activities or materials will never be approved.

A review of any activities or non-school print or digital materials under this policy shall not discriminate on the basis of content or viewpoint, except that prohibited activities or materials will be rejected, as will any activities that do not comply with the Board policy, administrative guidelines, or written announcements relating to the proposed non-school-sponsored activity or materials.

CCA reserves the right to place limits on the frequency, timing, and distribution of non-school materials.

#### ***Scholarships and Awards***

The Board appreciates the generosity of organizations that offer scholarships or awards to deserving CCA students. In accepting such offers, the following criteria shall be adhered to:

1. In accordance with the Board's policies on student records, no information, whether academic or personal, shall be released from the student's record for the purpose of selecting a scholarship award winner without the permission of the student or the student's parent/guardian, as applicable. Directory information may be released without consent unless the student or student's parent/guardian have otherwise not consented to the release of directory information.
2. All pertinent information regarding the scholarship or award, including any restrictions, shall be submitted to the CEO or designee for review and approval prior to the date on which the scholarship or award is to be presented.

### ***Travel Services and Foreign Trips***

Solicitation and sale of travel services for foreign trips to students may be permitted with the approval of the Board.

### ***Distribution of Policy***

This policy is hereby incorporated by reference into CCA's Employee Handbook and Learner Handbook and shall be posted on CCA's publicly accessible website.

<b>History:</b>	Adopted August 14, 2019
<b>Previous Coding:</b>	None
<b>Legal Ref.:</b>	None
<b>Cross Ref.:</b>	Confidentiality of Student Records is addressed in Board Policies 113. 4 and 216