

STUDENT ACTIVITIES
SCHOOL-SPONSORED PUBLICATIONS

FMA
(REGULATION)

PRIOR REVIEW AND
APPROVAL

Each campus principal or principal's designee will approve all written publications/materials prior to distribution to students or posting. Decisions regarding the appropriateness of materials will be consistent with the criteria specified in Board policy FMA. Since all school publications are presumed to be a part of the instructional program used as laboratory or training vehicles for the instruction of writing, all matters pertaining to the organization, issuance, sale, advertising material, and any other item regarding policy and procedure of the publication will be the responsibility of the principal.

DISTRIBUTION/
POSTING

The campus principal or principal's designee has the authority to determine the time, place, and manner for distribution and/or posting of all school publications.

HIGH SCHOOL PRESS
CONFERENCES

All high school press conferences will be scheduled through the public relations department. A letter or e-mail of approval will be returned to the principal and the publication's sponsor if a press conference is in order.

SALE OF
PUBLICATIONS IN THE
SCHOOLS

Newspapers, magazines, and other publications distributed or sold in the local schools must have the written approval of the principal of the school where sold or distributed.

ADVERTISING CODE
FOR NEWSPAPERS
ALLOCATION OF
SPACE

The amount of space allocated to advertising in school newspapers or yearbook must not dominate the image of the publication. This situation will be examined periodically by the principal and the journalism instructor to protect as much editorial space as possible to develop the writing abilities of journalism students. The publication schedule and the size of the individual issues of the school paper will be a matter of judgment of the principal. The editorial content of the school paper will always be school-centered.

ADVERTISING
RATES

Advertising rates per column inch will be set by each school newspaper with approval of the principal.

COLLECTIONS

Payments for all advertising will be due and payable on or before the first of the month following publication. Standing advertising will be payable in the month following the first publication. Cost of special advertising cuts will be borne by the advertiser. The principal's office will handle the accounts of school newspapers and will collect money for advertising.

PROCEDURES FOR
DISTRIBUTION

In addition to school-sponsored publications, students are entitled to express in writing their opinions and may distribute handwritten, duplicated, or printed materials on school premises or at school-sponsored activities at other locations in accordance with the following conditions and procedures:

1. A copy of each issue of the publication and other printed material must be given to the principal, who may take one school

working day, exclusive of the day of the request and the day of the activity, for the purpose of reviewing such publication before its general distribution. If, in the opinion of the principal and the District, the publication contains expressions that are obscene, libelous, or slanderous, or that so incite students as to create a clear and present danger of the commission of unlawful acts on the school premises or the violation of school regulations or the substantial disruption of the orderly operation of the school, the principal will notify the individual or sponsors that it cannot be distributed on the school premises.

2. The time and place for distribution of official school-sponsored publications will be established by the principal.
3. If the principal refuses permission to allow distribution of the publication, an appeal may be made to the appropriate assistant superintendent, who will schedule a hearing within one school day and, after a hearing, will render a decision within one school day from the date the appeal hearing was held.

Distribution on school premises of material consisting primarily of commercial advertising is expressly prohibited.

Approved:
Jose Espinoza, ED. D., Superintendent
January 16, 2013