



# Huntington Beach Union High School District Board Policies and Administrative Regulations

AR 1111.1  
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## Community Relations

### Organization Communication Procedure

#### 1. Purpose and Scope

To outline conditions whereby designated organizations, other than recognized employee organizations and their representatives, may use the bulletin boards and other communication systems within the school district.

- A. Organizations, not composed solely of district employees and who are devoted to a nonprofit program of pupil welfare, improvement of the educational program or the general welfare of the school district, may use the official bulletin boards and other means of communication subject to the following conditions:
- (1) If the school or building has designated one or more bulletin boards as staff bulletin boards, communications shall be posted only on bulletin boards so designated.
  - (2) Prior to posting, a copy of the communication shall be furnished to the person having direct supervision over the bulletin board and the manner and duration of posting shall be approved by such person. All postings must be in compliance with Governing Board policies.
  - (3) A copy of any communication proposed to be sent through school means of distribution or placed in employee boxes shall be furnished to the Superintendent or his/her designated representative and shall be approved by him/her prior to distribution. All such communications must be in compliance with Board policies.
  - (4) Any communication posted on a district bulletin board or sent through school means of distribution or placed in employee boxes shall give the name of the organization sending the communication and the name of a responsible officer of such organization.

School-Sponsored Publications (continued)

Organization Communication Procedure (continued)

- (5) Representatives of organizations shall not contact employees during the normal workday in which they are performing their duties in the classroom or in the operation of the school district. Official representatives of organizations shall report to the school office before visiting an employee on the premises of the school or district building.
- (6) Any official meetings of the organization held on the school premises shall be cleared and approved with a Civic Center permit.  
(cf. 1330 - Use of School Facilities)
- (7) Each organization shall be fairly and equally described in all official bulletins and directories of the district when such organizations are listed.

Regulation

Approved: 1/13/87