



ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 4361

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CATEGORY: Instruction, Cocurricular/Extracurricular

EFFECTIVE: 4-03-75

SUBJECT: School Newspapers

REVISED: 10-21-2002

A. PURPOSE AND SCOPE

1. To provide guidelines governing school newspapers.
2. **Related Procedures:**
 - Display of commercial materials/advertising;
distribution of literature and/or sales by
nonstudents and community organizations 9350
 - Student free speech 6210

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: F-3500, F-3700, H-5000, H-5100; Education Code Section 48907.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Institute for Learning.
2. **Definitions**
 - a. **School-sponsored materials (or official school publications):** Materials developed, printed, or produced and distributed, in whole or in part, at district expense. "At district expense" includes use of district staff time, facilities, equipment, or supplies.
 - b. **Nonschool-sponsored materials:** Materials developed and printed *off campus* by students for distribution by students on campus.
3. **School newspapers, an integral part of the instructional program,** are part of Journalism 1 and 2, a laboratory to teach writing and journalism skills. The school publication serves as a schoolwide communication instrument. A professionally trained teacher shall teach skills in the following:
 - a. Accurate and impartial news coverage
 - b. Complete, in-depth reporting
 - c. Editorial writing that reflects careful research supported by factual information

- d. Development of a sound and ethical financial program
 - e. Complete and meaningful photographic coverage of the school and its many programs
 - f. Use of good taste in all written and pictorial copy
 - g. Understanding of the legal implications of journalistic efforts
4. **Guidelines Governing School Newspapers**
- a. Students involved in student communication media shall convey information with accuracy and insight and in such a manner that truth shall remain predominant.
 - b. Serving as an educational tool, as well as an instrument through which students, faculty, administration, and the community can gain insight into student thinking and student concerns, school newspapers shall operate under the First and Fourteenth Amendments to the United States Constitution (which guarantee freedom of the press and speech), the California Education Code, and district policies and procedures.
 - c. With freedom of expression, inherent journalistic responsibility shall be paramount; thus, functions of a democratic press--to inform, to educate, to entertain, to investigate, and to interpret--shall predominate.
 - d. Every effort shall be made to provide students with the demands and opportunities of professional journalism; however, articles that contain any of the following may not be published (see also Procedure 6210):
 - (1) Libelous or slanderous material
 - (2) Malicious statements
 - (3) Obscenity
 - (4) Invasion of privacy
 - (5) Expression that creates a clear and present danger of inciting students to commit unlawful acts on school premises, to violate lawful school regulations, or to disrupt substantially the orderly operation of the school

- (6) Discriminatory materials or statements against any group or individual
- e. The student press shall provide a forum in which students may have an opportunity to exercise freedom to express dissenting opinions. Publications are valuable and peaceful channels for student expression that may not reflect popular ideas, policies, or social mores.

5. **Guidelines for Review of Copy**

- a. **School-sponsored materials** should be submitted by a student to principal or designee for review prior to time of printing and/or distribution of such materials. (A student editor who fails to submit a publication for review and publishes materials which are obscene, discriminatory, libelous, or otherwise in violation of provisions of this procedure or Procedure 6210 shall be held personally responsible and shall be subject to disciplinary action. **Note:** *Failure to submit a publication for review, in itself, is not cause for disciplinary action.*) It is the responsibility of designated officials (journalism advisor or advisors of student publications) within each school to supervise publication activities, to maintain professional standards of English and journalism, and to comply with provisions of this procedure (Education Code Section 48907). Student editors shall be fully responsible for assigning and editing news and feature content of their publications (Education Code Section 48907).
- (1) School official(s) authorized by the principal to receive and review written materials submitted pursuant to this procedure shall be specifically identified. The office to which such materials shall be submitted also shall be specifically identified.
- (2) In order to prevent the “prior review” provision from operating as an invalid “prior restraint,” school official reviewing written materials shall give his/her views with regard to violations of this procedure and forward response within four hours following submission of such materials, unless the material is submitted after 10:30 a.m. on any school day, in which case the school official shall give his/her views prior to noon on following school day. Such views must be provided in writing to student, with a copy kept by principal or designee in the case of noncompliance. Decision of principal or designee may be appealed to the instructional leader, who shall render a decision within one school day of receipt of the appeal request and communicate that decision to the school official and the student.

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(3) A review of written materials submitted hereunder shall not be construed to mean that the individual school or school district necessarily agrees with or approves the views contained in the material distributed.

- b. **Nonschool-sponsored materials.** Materials printed by students off campus and intended for distribution on campus, shall include the principal's office in distribution. When such materials are in violation of prohibitions listed in Procedure 6210, the principal may stop distribution and discipline those responsible. (Distribution may not be prevented in the first place through censorship or prior restraints.) The student assumes sole responsibility for any materials distributed that are in violation of statutes and/or provisions of this procedure. (Nonschool-sponsored materials printed off campus by nonstudents are governed by Procedure 9350.)

D. IMPLEMENTATION

E. FORMS AND AUXILIARY REFERENCES

1. Curriculum Guide, Journalism 1, 2

F. REPORTS AND RECORDS

G. APPROVED BY



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For the Superintendent of Public Education