

## COMMUNITY RELATIONS

### Distribution of Non-School-Related Materials to Students

Many persons, groups and agencies ask to distribute information to students relative to their activities and promotions. Most of the requests understandably deserve public support; however, they are so varied and so numerous, the Board has developed guidelines to ensure that when non-school material is posted or distributed to students on school premises, the information and the activities are appropriate in light of the educational mission of the schools.

Persons, groups, or agencies wishing to distribute or post non-school material to students on school premises must submit to the building principal or designee a written request and a copy of the material. Material that is to be distributed to the entire district or to all elementary schools must be submitted to the Superintendent or his designee for approval.

The request and material must be submitted at least 24 hours in advance of the proposed time of distribution. The request must contain the name and telephone number of the person, group or agency submitting the request and the date(s) time(s) and location(s) of the proposed distribution(s).

In addition, the material shall be sorted in appropriate bundles of 25-30 pieces for distribution in each class. Information about the number of bundles needed for the request can be obtained from the principal's or superintendent's secretary. Each piece of material shall have a "non-endorsement" statement similar to, **"This is not a D.C. Everest - sponsored activity and the opinions expressed are not necessarily those of the school district or its personnel."**

Persons, groups or agencies seeking approval to distribute materials in schools are strongly encouraged: (1) to provide materials translated into the language spoken by the families receiving the information; and (2) to offer scholarship or subsidy fees to low income students if fees are requested for participation.

Persons, groups or agencies wishing to distribute non-school material to students on school premises must receive prior permission from the building principal or designee. The building principal or designee will deny a request to distribute the following material:

1. Material that contains obscene, profane or pornographic subject matter, determined by reference to the material's intended recipients;
2. Material that impinges upon the rights of other students or that encourages actions which endanger the health or safety of others;
3. Material that invades the privacy of others;
4. Material that incites or encourages illegal behavior;
5. Material that is primarily devoted to the advertisement of commercial products or services, when such products or services are not offered in connection with fund-raising or other activities by a non-profit organization;
6. Material that presents a reasonable probability that its distribution to students will substantially disrupt or materially interfere with the proper and orderly operation or discipline of the school or school-sponsored activities; and
7. Material that is not age- or maturity-appropriate.

The building principal or designee may establish uniform and reasonable time, place and manner restrictions for student distribution or posting of non-school material, taking into account the ages of students and the physical layout of school premises. Time, place and manner restrictions shall be designed to promote the orderly distribution of material while preventing disruptions of, or interference with, the school curriculum, the orderly ingress and egress from the school and the safe and efficient movement of persons on school premises and the orderly operation of the school. The building principal or designee may establish reasonable time, place and manner restrictions on a case-by-case basis so long as such restrictions are nondiscriminatory and based upon the considerations listed above.

The district administrator, building principal or designee may prohibit or place restrictions upon student distribution or posting of non-school material on school premises based upon pedagogical and educational concerns associated with a proposed distribution of non-school material.

If the building principal or designee denies or limits a request to distribute or post non-school material, a written appeal may be filed with the district administrator's office within five (5) school days from the date of the decision. If upon review the district administrator or designee denies or limits the request, the decision may be appealed to the board by filing a written appeal with the district administrator's office within five (5) school days of the decision.

Persons, groups or agencies are not allowed to make face-to-face presentations about non-school-related events to students in classrooms or other areas of the school. In addition, distribution of non-school material will not be allowed via school or district newsletters. This policy, however, does not apply to school-affiliated activities, e.g. community athletic teams, for children. The policy also provides that announcements during the school day are limited to school-sponsored and school-related events and activities. Emergency cancellation of student events or activities that are not school-sponsored or school-related may be announced when there are not reasonable alternative means of communicating with students regarding the cancellation immediately before or after school.

However, when administering these policies, school officials, employees and agents shall not discriminate between non-school materials on the basis that the material contains a viewpoint which represents a favored or disfavored point of view. Permission to distribute or post non-school material is not an endorsement of an activity, person, organization or subject matter of the material by the district or any of its officials, employees or agents.

Policy Adopted: 6/24/03  
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