

## DISTRIBUTION OF NON-SCHOOL-SPONSORED MATERIALS THROUGH THE SCHOOL

The School District of Jefferson offers non-profit organizations the opportunity to provide students and parents with information about activities that fit with the district's mission, vision, beliefs and ends. Information regarding community activities/programs that are for public school-age students may be distributed if (1) the information meets the criteria set forth below; (2) the person requesting to send the information home through the schools follows the procedure for the distribution of the material; and (3) the distribution does not interfere with classroom instruction.

Requests for the distribution of non-school-sponsored materials by non-profit organizations shall be submitted to the Principal who shall determine if the information should be distributed based upon the following criteria:

- a. The program/activity must serve PreK-12 public school-age children.
- b. The program/activity does not violate the law.
- c. The program/activity must not be: (1) materially and substantially disruptive to the school, (2) vulgar, or (3) harmful to students. This determination will be made by the Principal.
- d. The materials requested to be distributed are not being provided for the purpose of recruiting current School District of Jefferson students to attend a non-Jefferson school/educational program/activity that occurs during regular school hours during the school year.
- e. The program/activity does not include, for example, any activity, product or service that is generally open to the public at large as an income-generating or for-profit business activity and that is generally not specific to public school-age students, including those being offered at special rates or discounts to attract school-age customers/consumers and their families (e.g., restaurants, hotels, entertainment venues, etc.)

The administration will establish guidelines for distribution of non-school-sponsored materials through the school which are delineated in the accompanying Guidelines for Implementation of this policy.

Organizations are required to include a disclaimer on all printed material (i.e., flyers, brochures, and promotional materials).

ADOPTED: January 9, 2017

REVISED:

LEGAL REF.: Wis. Statutes: 118.12  
120.12(2)

CROSS REF.:

REVIEW DATE: January 9, 2017

# GUIDELINES FOR THE DISTRIBUTION OF NON-SCHOOL-SPONSORED MATERIALS THROUGH THE SCHOOL

**If information (flyers, brochures, etc.) from non-profit outside organizations meets the criteria in Board Policy KJA, the following guidelines must be followed for the material to be distributed:**

1. The requesting non-profit organization contacts the Principal and shares a copy of the material to be distributed. If an electronic copy is unavailable, a paper copy will be provided.
2. The appropriate School District of Jefferson disclaimer must be included on each piece. One of two versions should be used:

Disclaimer #1 is to be printed on or stapled to any materials that are distributed by organizations, businesses, etc. outside of the school district.

*This is not a school-sponsored activity and the School District of Jefferson does not provide support or endorsement of this program/activity. It has neither reviewed nor approved the program, personnel, or activities announced in this brochure/flyer. Permission to distribute this material must not be considered a recommendation or endorsement by the school district.*

Disclaimer #2 is to be printed on or stapled to any materials that are distributed by organizations identified as supporting students and families of the district, such as the Parent/Teacher Organizations, Jefferson County Head Start, Small World Nursery School, and the before/after school care provider with which the district has contracted.

*This activity is organized and solely sponsored by a recognized parent or community organization in support of the School District of Jefferson and not by the school district itself. It is recognized that the intent of the activity is to ultimately support students and families served by the School District of Jefferson. Permission to distribute this material has been given by the district.*

3. Approval may be given by the Principal.
4. The School Office will keep a copy of the material being distributed on file and inform the requesting organization of such approval.
5. Electronic distribution: A link to the informational piece will be included with school newsletters when timing is appropriate.

6. Print distribution: Provided copies of the informational piece will be placed in a convenient location (up to 50 copies) and distributed when appropriate.
7. District staff are not to distribute material without the completed approval/notification process.
8. Requestors should allow extensive lead time to meet the distribution deadline. In order to assure timely distribution, the material must be received a minimum of five business days prior to the distribution date.

**1/9/17**