

## Community Relations

### Public Activities, Involving Staff, Students and/or School Facilities

#### Distribution of Non-School Sponsored Information

It is the intent of this policy to facilitate the display and distribution of information regarding community organizations, activities and events that are relevant to students and their families. The display and distribution of such non-school sponsored information should not be viewed as endorsement or approval of the information by the School District. The primary mission of the District, however, is to meet the educational needs of its students; therefore, the District reserves the right to disallow any display or distribution which is inconsistent or interferes with this mission.

Display and distribution of non-school sponsored material requires the prior approval of the Superintendent of his/her designee and is subject to the following guidelines and procedures:

1. Materials must contain the name of the sponsoring organization or individual.
2. Materials must contain the phrase, "This material and/or activity is not sponsored or endorsed by the School District or its personnel."
3. Materials must be age appropriate for the student population receiving or viewing the information.
4. A copy of the materials must be provided to the Superintendent or designee for approval for dissemination at least 48 hours in advance.
5. Time, place, and manner of display or distribution of materials shall be determined by the building administrator. This decision will be based upon the desire to minimize the interference with or disruption to the educational program, school business and staff and avoidance of any undue cost.
6. Display or distribution of materials will not be authorized if the Superintendent or designee determines that:
  - a. the material is of a purely commercial nature including but not limited to information that primarily seeks to advertise for sale of products or services of outside businesses;
  - b. the material contains libelous, offensive or obscene language;
  - c. the material may incite or condone illegal acts or violations of Board Policy;
  - d. the material is insulting, offensive to or violates the privacy of an individual or group;
  - e. there is reasonable likelihood that the display or distribution of the material will result in significant disruption to or interference with school procedures or the primary educational mission of the school;
7. Due to the affiliation of the District with the Watertown Park and Recreation Department, Park and Rec materials meeting approved criteria will be distributed.
8. The information to be distribution should be sorted in bundles of 30 for each class per building.
9. Persons, groups, or agencies seeking approval to distribute or display materials on school campuses are strongly encouraged:
  - a. to provide materials translated into languages spoken by the families receiving the information; and
  - b. to offer scholarship or subsidy fees to low income students if fees are requested for participation.

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