

**Community Relations****Public Activities Involving Staff, Students and/or School Facilities****Advertising Guidelines**

The use of displays in the schools or distribution of pamphlets and literature relating to non-school subjects or activities by non-school organizations shall be approved by the Superintendent. The use of educational materials such as training films bearing only the name of the donor or producer on the lead or trailer shall be left to the discretion of the building administrator.

The advance sale of tickets in the Watertown Unified School District for activities sponsored by local organizations shall be limited to school activities or functions sponsored by school-related organizations. School-related organizations such as (but not limited to): Parent Teacher Organization, Scout groups, Parent Music Club, the American Field Service, and the Watertown teacher's education association. Such sale of tickets shall not be carried on within the classrooms and shall be confined to a time and place as designated by the school principal.

The distribution of any information or advertising literature for such activities shall be limited to the above school-related groups, with the exception that permission will be granted for the distribution of the summer programs and/or schedules of the Watertown Recreation Department.

**Policy Approved:                    June 19, 1985**

**Policy Revised:                    February 27, 2003  
November 17, 2005  
July 24, 2017**