

# administrative guidelines

BOARD OF EDUCATION  
PORT WASHINGTON-SAUKVILLE PUBLIC SCHOOLS

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## 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 information should not be understood to constitute the endorsement or approval of 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.

Materials shall not be displayed or distributed on school property by any person or group without prior approval of the superintendent or his/her designee and is subject to the following guidelines and procedures:

- A. Materials may be displayed in the schools and/or distributed to students if the information contained in those materials identify educational, cultural, civic and/or recreational activities, subject to the other provisions contained in this policy.
- B. Materials must contain the name of the sponsoring organization or individual.
- C. Materials must contain the phrase "The opinions expressed (information provided) are not sponsored or endorsed by the school district or its personnel."
- D. Material which will not be posted or distributed include, but is not limited to, that which:
  1. promotes a political agenda/candidacy;
  2. defames or slanders other individuals or groups;
  3. serves the primary purpose of promoting the commercial gain of the sponsoring for profit individual or group;
  4. disrupts the instructional process or educational mission of the school;
  5. is lewd, lascivious or obscene as determined with respect to school age students; or
  6. encourages illegal activities.
- E. The principal will determine the method through which material will be distributed.
- F. Materials may be posted only in areas designated by the principal.
- G. Material that is approved for distribution must be provided to the school by the sponsoring organization in appropriate bundles as specified by the principal.

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- H. Parents wishing not to have materials of the nature covered in this policy sent home may contact the school. The school will make every reasonable effort to honor these requests in writing or verbally which will be documented by school personnel.
- I. A list of activities and programs for which materials may be posted and/or distributed in the schools will be developed and reviewed prior to the start of each school year by the Administrative Council.
- J. Any persons denied approval may appeal to the Board of Education.

Approved: 8/18/04