

GREEN BAY AREA SCHOOL DISTRICT
Board Policy Manual

852-Rule

**PROCEDURES FOR DISTRIBUTION OF NON-SCHOOL MATERIALS
THROUGH THE SCHOOLS**

1. All non-school materials to be posted on school bulletin boards, handed out to students, placed in a designated school location for pick up, or distributed in the Green Bay Area Public Schools through other means must be approved prior to distribution.
 - a. Requests by non-profit community organizations or groups for the distribution of non-school materials within a single or more than one school building or on a District-wide basis shall be made to and approved by the designee of the Superintendent of Schools and Learning prior to distribution. Approval by such designee does not guarantee disbursement of the materials.
 - b. All requests for distribution of non-school materials through the schools shall identify the desired method of distribution (for example, posting on school bulletin boards, direct hand out to or pick up by students, electronic distribution to students' parents/guardians) and include a copy of the non-school material to be distributed. The District and/or school reserve the right to distribute requested materials at a time and date as determined by the school and/or District.
 - c. Permission to distribute non-school materials through the schools is not an endorsement of a particular organization or group, or the particular program, activity or event being promoted in the materials.
2. Procedure for Approval:
 - a. The designated school official receiving the material distribution request, working in collaboration with the designee of the Superintendent of Schools and Learning, shall review the request, along with the non-school material to be distributed, to see if the requirements outlined in Board policy for the distribution of non-school materials through the schools have been met and shall approve or deny the request accordingly.
 - b. The non-profit organization or group making the request shall be provided notification of the decision regarding the request and, if the request is approved, the approved method of material distribution and any applicable distribution requirement (e.g., time, place and manner restrictions).
 - c. A copy of the non-school material approved for distribution shall be kept on file in the school or District office, as applicable.

3. Special Provisions Related to Non-School Material Distribution

- a. All printed materials approved for distribution through the schools must clearly identify the non-profit organization or group sponsoring the program, activity or event and include a phone number for students or their parents/guardians to get further information.
- b. All material intended for distribution in the school buildings must include the following disclaimer:

This organization, program or activity is not affiliated with the Green Bay Area Public School District nor is it a school-sponsored activity. The District does not approve, support or endorse the information contained within this document or this program or activity.

Esta organización, programa o actividad no está asociada con el Distrito de Escuelas Públicas del Área de Green Bay, ni tampoco es una actividad patrocinada por la escuela. El Distrito no aprueba, apoya, ni respalda la información contenida dentro de este documento o este programa o actividad.

- c. Once a submission is approved pursuant to the process outlined herein, it may not be altered or changed in any way prior to the distribution to the school buildings.
- d. Persons, groups or agencies seeking approval to post or distribute information to District student(s) and/or families shall:
 - (1) Provide materials translated into languages spoken by the families receiving the information where available; and
 - (2) Offer to scholarship or subsidize fees to low income students if fees are requested for participation.
- e. Time, place and manner restrictions may be placed on the distribution of non-school materials to promote:
 - (1) The orderly distribution of material while avoiding disruptions of, or interference with, the school curriculum or instructional activities;
 - (2) The orderly ingress and egress from the school;
 - (3) The safe and efficient movement of persons on school premises; and,
 - (4) The safe and orderly conduct of school activities.

Such time, place and manner restrictions shall be uniform and reasonable in nature.

- f. Because of the importance of using all instructional time for the benefit of students, only minimum staff time may be used in the distribution of non-school materials through the schools.
- g. To protect instructional time, announcements over school public address systems during the school day shall be primarily limited to announcements pertaining to school activities. Exceptions may be made as follows:

- (1) For announcements regarding cancellations of non-school-related programs, activities or events due to weather or other emergencies; and
- (2) When a public address system announcement is the most efficient manner to present the information.

- h. Non-school materials posted on school bulletin boards may remain on the bulletin boards for no more than a two-week period.

APPROVED IN PART: August, 1986

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