

**SERIES 800
STUDENTS**

Administrative Rule 852

DISTRIBUTION OF NON-SCHOOL MATERIALS TO STUDENTS

Please note there are separate guidelines *active distribution* versus *passive distribution* of materials. Part I deals with active distribution. Part II deals with passive distribution.

Active distribution means that copies of the announcement or flyer are provided to all students in a school or schools, for example, in a weekly take-home folder.

Passive distribution means that copies of the announcement or flyer are placed in a school-designated location for interested students and parents to pick up or review.

Part I

Guidelines for the Active Distribution of Non-School Materials to Students

Active distribution in **more than one school** requires the prior written approval of the district administrator or designee. Active distribution in **only one school** requires the prior written approval of the building principal.

As a service to other community educational and recreational organizations, Marshall Public Schools may allow schools to distribute information or flyers for activities to students when such information complies with the following principles:

- a) It promotes an educational purpose or recreational activities for children;
- b) It is consistent with the mission of the school district;
- c) It does not violate any principles of law or policy applicable to the operation of public school districts;
- d) Regulations intended to reduce instructional program disruption are followed as outlined on the request form; and
- e) Announcements or flyers have the following statement printed on them in at least 10 pt. font:

Marshall Public Schools has neither reviewed nor approved the program, personnel, or activities announced in this flyer. Permission to distribute this flyer is not considered a recommendation or endorsement by the school district.

The following categories of information will not be approved for active distribution to students:

- 1) Flyers that serve no educational purpose for the children of the community.
- 2) Flyers that promote or advertise an activity associated with a political organization or group.
- 3) Flyers whose primary purpose is to raise funds.
- 4) Flyers that serve primarily as an advertisement for an individual or commercial business, even when there may be a benefit to the schools.

Information in the third and fourth categories may be distributed actively on a school-by-school approval basis (not district-wide) when the activity is clearly sponsored by an organization associated with a particular school, such as officially authorized school parent organizations or associated student body clubs. The information must comply with all other requirements above. The building principal may approve such requests.

Part II

Guidelines for the Passive Distribution of Non-School Materials to Students

The building principal approves all requests for passive distribution.

As a service to other community educational and recreational organizations, Marshall Public Schools may post information for activities in school-designated areas when such information complies with the following principles:

- a) It promotes an educational purpose or recreational activities for children;
- b) It is consistent with the mission of the school district;
- c) It does not violate any principles of law or policy applicable to the operation of public school districts;
- d) Regulations are intended to reduce instructional program disruption.
- e) Flyers or announcements must have the following statement printed on them in at least 10pt. font:

Marshall Public Schools has neither reviewed nor approved the program, personnel, or activities announced in this flyer. Permission to distribute this flyer is not considered a recommendation or endorsement by the school district.

- f) Postings will be held (or posted) for two weeks.

Information that serves primarily as an advertisement for an individual or commercial business may be posted. It is preferred that such postings are sponsored by an organization associated with a particular school, such as officially authorized school parent organizations, PTAs, or associated student body clubs. The information must comply with all other requirements above.

Legal ref:

Cross ref: 850 Public Solicitations on School Premises
 851 Advertising Sponsorships in the Schools
 881.1 Relations with School Support Groups

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