

DISTRIBUTION OF MATERIALS ON SCHOOL PREMISES

STUDENTS

There are a great many worthy undertakings in the Kaukauna Area School District that understandably deserve public support. However, it is the policy of the Board of Education to only send home with students certain non-school-related information regarding community activities/programs that are for public school-age students if all the following conditions are met:

Organizations will have the opportunity for distribution monthly during each school year. Distribution will be on the last Friday of each month that school is in session. The request for permission should be submitted no later than two weeks prior to the last Friday of each month. In addition, the organization may request that the published material be placed on the District website in the Community Calendar of Events. The organization may also request that one copy of the published material be displayed near the entrance to the site if such a display is available.

- (1) The information meets the following criteria:
 - The organization requesting must be non-profit.
 - The program/activity must not be of a religious nature.
 - The program/activity does not violate the law; and
 - The program/activity must be considered appropriate as determined by the District Administrator or his/her designee
- (2) The person requesting to send the information home through the schools follows District procedures for the distribution of non-school material.
- (3) The distribution does not interfere with classroom instruction.
- (4) Non-student vested and/or special interest groups will not be allowed to distribute materials and literature through the schools or on school grounds.
- (5) Individuals, community groups, or organizations who wish to distribute flyers or brochures must complete the "Request for Permission to Distribute Materials."
- (6) A copy of the material to be distributed will be kept at each appropriate site.

STAFF

- (1) Materials of a commercial or political nature are not allowed in mailboxes unless covered by the Employee Handbook.
- (2) Any employee, citizen, or PAC wishing to use staff mailboxes to distribute non-school related materials to staff shall receive prior authorization from the building principal. This policy does not apply to distribution of materials under provisions of the Employee Handbook.

LEGAL REFERENCE: Wisconsin Statutes Sections 118.001
118.12
120.12(1) and (2)
120.44(2)

Approved: March 10, 2003
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