

Stafford Township Board of Education Policy

COMMUNITY

9125

Material Distribution to Students

9125 MATERIAL DISTRIBUTION TO STUDENTS

A. Statement of Philosophy and Purpose

The Stafford Township School District desires to be an active community partner and may assist groups in disseminating information/documentation related to and/or concerning school sponsored events and age appropriate community events and activities sponsored and/or regulated by the Stafford Township Recreation Department. The Board adopts the following procedure for distribution of materials prepared by non-school community organizations. The Board of Education will continue to distribute directly to students all school business material as the Board of Education, the Superintendent or the superintendent's designee may deem appropriate and as set forth herein. This shall include but shall not be limited to materials created as part of a school business partnership. The purpose of this policy is to establish guidelines for providing a mechanism for government, community organizations and school-related groups to distribute flyers or messages. The only access to parents of the district's children and to the children who attend schools, for distribution of materials are as described in this policy.

B. Definitions

1. The term "school business partnership" is defined as a formal relationship between the Stafford Township School District and a business/organization (whether non-profit or profit-making) where the responsibilities and benefits for each party are clearly outlined/identified in writing in an agreement/contract approved by Resolution of the Board of Education. The relationship can either be an ongoing relationship encompassing multiple projects or it can be a relationship for a single joint-sponsored special event and/or project. The Stafford Township PTO shall at all times be considered a School Business Partner.
2. Community Organizations are defined as a not for profit entity, government entity (municipal, county or state); historical societies; community business or community service (i.e. Chamber of Commerce; Kiwanis or Rotary).

C. Permitted Subject Matters

The district schools are not open, limited or designated public forums. Access to parents of the district's children and to the children who attend schools, for non-school related materials are as described in this policy. Any access that is provided will be on a non-discriminatory basis, and will not be based on the viewpoint. However, all materials and information distributed for any

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community organization shall substantially relate to the education of students.

Only the following information/documentation can be disseminated:

1. Information/documentation related to and/or concerning school sponsored activities.
2. Information/documentation, not precluded by Section D below, related to and/or concerning activities that are sponsored and/or regulated by the Stafford Township Recreation Department.

D. Prohibited Subject Matters

Materials containing the following information shall not be eligible for distribution through the district's website:

1. Profanity;
2. Criminal activities;
3. Advocating the violence of any kind;
4. Educationally disruptive; and
5. Age inappropriate.

E. Procedures and Rules for Distribution

1. All eligible community organizations and school-related groups may submit flyers and other materials in accordance with this policy. Partisan political organizations, and commercial or profit making enterprises are specifically excluded, with the exception of school business partnerships and events and jointly sponsored government-business activities. For school business partnerships and jointly sponsored government business activities, both parties/sponsors names and addresses must be clearly identified on the flyer (e.g., logo, name or other equivalent identifying feature).
2. Flyers and other community materials must be age appropriate and must be submitted to the Superintendent for review and approval prior to dissemination.
3. The Superintendent of Schools or the Superintendent's designee shall be responsible for determining whether materials from non-school

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related mailers satisfy the requirements of this policy. Any party aggrieved by the decision of the Superintendent or the Superintendent's designee, shall have the right to seek review of the matter by the Board of Education.

4. Mailing to subscribers, if any, shall occur following Superintendent's approval. All proposed mailers must be submitted by an Executive, Officer or other Official (as appropriate) of the agency or group or its partner/co-sponsor seeking to distribute the materials (and not another group on their behalf), to the Superintendent's office for approval for distribution at least four (4) weeks in advance of the date requested for distribution.

F. Required Disclaimer

All materials requested to be distributed shall contain the following disclaimer:

This activity or event (as appropriate) is not sponsored by the Stafford Township School District and does not have the endorsement of the Board of Education, is not the responsibility of the Board of Education and is solely the responsibility of the mailer or sponsor (as appropriate). That the material is distributed through the Stafford School District should not be taken as a promotion or an endorsement of the material or activity or event by the Stafford Township Board of Education.

Adopted: 22 July 2004
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