



Book	Policy Manual
Section	900 Community
Title	Nonschool Organizations/Groups/Individuals
Code	913
Status	Active
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NOTE: It is important to distinguish that Policy 913 only applies to requests from nonschool organizations, groups and individuals; in contrast,

- Requests from students to personally disseminate materials shall be governed by Policy 220. Student Expression/Dissemination of Materials.[1]*
- Requests from nonschool organizations, groups and individuals involving activities or school-related information and materials that are integrated with or presented as a part of the District's curriculum or an approved school event or student organization shall be approved and governed by Board policies related to curriculum and student activities. [2][3][4]*

Purpose

The Board recognizes that nonschool organizations, groups and individuals may wish to utilize the District and its resources as a means to engage the school community in activities and/or to disseminate nonschool materials. The Board directs that requests for such utilization from nonschool organizations, groups or individuals shall be governed by this policy.

Authority

The Board recognizes that the school community may benefit from receiving information from nonschool organizations, groups and individuals, provided the dissemination of such information does not interfere with the educational program of the schools. The District's primary responsibility shall be to maintain a safe and orderly school environment and to protect the rights of all members of the school community.

The Board prohibits dissemination of nonschool materials for the purposes of advertisement or promotion by nonschool organizations, groups or individuals during instructional time or at school-sponsored locations or activities not otherwise open to nonschool organizations, groups or individuals.[\[5\]](#)[\[6\]](#)

Limitations on Dissemination of Nonschool Materials

Dissemination of nonschool materials shall be prohibited to the extent that they:

1. Violate federal, state or local laws, Board policy or District rules or regulations;
2. Are defamatory, obscene, lewd, vulgar or profane;
3. Advocate for the use or advertise the availability of any substance or material that may reasonably be believed to constitute a direct and serious danger to the health or welfare of students, such as tobacco/vaping products, alcohol or illegal drugs;
4. Incite violence, advocate use of force or threaten serious harm to the school or community;
5. Materially and substantially disrupt or interfere with the educational process, such as school activities, school work, discipline, or safety and order on school property or at school functions;
6. Interfere with, or advocate interference with, the rights of any individual or the safe and orderly operation of the schools and their programs; or
7. Violate written District administrative regulations or procedures on time, place and manner for dissemination of otherwise protected expression.

Definitions

For purposes of this policy, **dissemination** shall mean nonschool organizations, groups or individuals distributing or publicly displaying nonschool materials to others:

1. On school property or during school-sponsored activities by placing such materials upon desks, tables, on or in lockers, walls, doors, bulletin boards, or easels; by handing out such materials to other persons; or by any other manner of delivery to others; or
2. At any time or location when creating, posting or sending information using technical or digital resources owned, provided or sponsored by the School District.

Nonschool organizations, groups or individuals shall mean those entities that are not part of the school program, school-sponsored activities, or organized pursuant to the Pennsylvania School Code or Board policy.

When an employee or school director acts on their own behalf or on behalf of a nonschool organization or group, the employee or school director shall be considered a **nonschool organization, group or individual** for purposes of this policy.

Students shall be governed by a separate and distinct Board policy regarding student expression and dissemination of materials.[1]

Nonschool materials shall mean any printed, technical, digital or written materials, regardless of form, source of authorship, that are not prepared as a part of the approved curricular or approved extracurricular programs of the District.

Delegation of Responsibility

The superintendent or designee shall develop administrative regulations to implement this policy.

Guidelines

Nonschool Materials

The Board requires that nonschool organizations, groups or individuals who wish to disseminate nonschool materials on school property or through District resources shall submit them to the Supervisor of Community Engagement & Relations. The Supervisor of Community Engagement & Relations shall inform the superintendent or designee of requests received from nonschool organizations, groups and individuals.

Requests for dissemination of nonschool materials through District social media channels shall be addressed through Board policy on District social media.

The Board directs that the review and consideration of any activities or nonschool materials requested under this policy shall not discriminate on the basis of content or viewpoint.

If approval is granted by the Supervisor of Community Engagement & Relations, the nonschool organization, group or individual shall comply with Board policy and administrative regulations, and the District's time, manner and place restrictions for dissemination of materials.

Employees or school directors who submit a request need the approval of the superintendent and if approval is granted shall comply with Board policy and administrative regulations, and the District's time, manner and place restrictions for dissemination of materials.

Materials issued by nonschool organizations, groups or individuals shall not be disseminated during instructional time or school-sponsored activities.

Nonschool Activities

Activities sponsored by nonschool organizations, groups or individuals shall not occur during instructional time or school-sponsored activities.

Requests by nonschool organizations, groups or individuals to invite or promote student participation in nonschool activities shall comply with Board policy and administrative regulations on dissemination of materials.

Fundraising

Fundraising by nonschool organizations, groups or individuals is prohibited on school property or in the name of the school, unless specifically approved by the Board.[\[7\]](#)

This policy does not apply to fundraising for District-sponsored activities.

Directory information for students or staff members shall not be released to nonschool organizations, groups or individuals that seek this information for the purpose of fundraising.[\[8\]](#)

Scholarships/Awards

The Board is appreciative of the generosity of nonschool organizations, groups or individuals that offer scholarships or awards to deserving students; but, in accepting such offers, the Board directs that established guidelines be observed.

No information, either academic or personal, shall be released from a student's record for the purpose of selecting a scholarship or award winner without the permission of the student who is

eighteen (18), or the parents/guardians of a student who is younger, in accordance with the Board's policy on student records.[8]

The type of scholarship or award, and any pertinent restrictions, shall be approved by the Board.

All pertinent information regarding the proposed scholarship or award shall be submitted for review by the superintendent or his/her designee prior to the date on which it is to be presented.

Travel Services/Foreign Trips

Solicitation and sale of travel services for foreign trips to students may be permitted with the approval of the Board.

Sellers of travel services to students must meet the following criteria:

1. Belong to an association of certified sellers of travel.
2. Provide proof of insurance.
3. Submit references.
4. Provide proof of a performance bond.
5. Include in all information provided to students and parents/guardians that use of tobacco/vaping products, alcohol and controlled substances will be prohibited.
6. Include in all information provided to students and parents/guardians that the activity is not a school-sponsored event.

Legal

1. Pol. 220
2. Pol. 105
3. Pol. 122
4. Pol. 230
- [5. 24 P.S. 510](#)
- [6. 24 P.S. 511](#)
- [7. 24 P.S. 775](#)
8. Pol. 216
- [24 P.S. 779](#)
- Pol. 113.4
- Pol. 907

[913-AR-0-Distribution.Posting.pdf \(146 KB\)](#)

[913-AR-1-NonschoolMaterialsDistributionPostingRequestForm.pdf \(223 KB\)](#)