

# Policy

BOARD OF EDUCATION  
HORTONVILLE AREA SCHOOL DISTRICT

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## DISTRIBUTION OF MATERIALS ON SCHOOL PREMISES

The Board of Education has set rules and limitations on the distributing of materials (flyers/information) on school premises.

Limit the amount of distributing materials by special interest groups to students and staff.

### **Implementation:**

1. Student groups requesting to distribute materials on school premises must indicate if they are school-sponsored group or school-recognized group on the request form.
2. Materials not related to school-sponsored activities, curriculum, or academic programs will not be distributed, posted on school property or published in newsletters by individuals, community groups, or organizations without approval of the District Administrator or his/her designee.
3. Non-student vested and/or special interest groups will not be allowed to distribute materials and literature through the schools or on school grounds during school day hours.
4. All flyers must meet the following criteria:
  - a. No flyer shall conflict with the Board's mission, policies, or the District's curriculum or instructional program.
  - b. No flyer shall promote hostility, disorder or violence.
  - c. No flyer shall attack, demean, ridicule or disparage based upon membership in any group identified in state and federal anti-discrimination laws and/or in the District's nondiscrimination policies.
  - d. No flyer shall be libelous.
  - e. No flyer shall endorse a political cause, political activity, political party or candidate for political office or position.
  - f. No flyer shall promote drugs, alcohol, tobacco, firearms or gambling.
  - g. No flyer shall be inconsistent with the District's nutrition guidelines and the District's school wellness policy.
  - h. No flyer shall adversely affect the District's reputation or image.
  - i. No flyer shall promote non-district K-12 schools.
  - j. No flyer shall advance or endorse any religious organization.
  - k. No flyer shall promote non-district programs or services that the Hortonville Area School District offers.
5. Any employee, citizen, or PTO wishing to use staff mailboxes to distribute non-school related materials to staff will receive prior authorization from the building principal.
6. Individuals, community groups, or organizations who wish to distribute flyers must complete the "Request for Permission to Distribute Flyers/Information" at least 10 days before distribution. (Form attached) If approved, the individuals, community groups, or organizations would follow the procedure as outlined on the "Request."
7. Individuals, community groups, or organizations who wish to publish events in newsletters will need to complete the "Request for Permission to Distribute Flyers/Information" at least 20 days before publishing of the newsletter. (School administrators may request a size limit due to volume/size of article/flyer being placed in newsletter.)

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8. Individuals, community groups, or organizations who wish to display events on school marquees will need to complete the "Request for Permission to Distribute Flyers/Information" at least 20 days before displaying. If approved by the building administrator, the individual, community groups, or organization would follow the procedure as outlined on the "Request." (The District reserves the right to limit marquee displays to District Sponsored events at any time during the year.)

Legal Reference: Section 118.12 Wisconsin Statutes

Cross Reference: Form 1, Request for Permission to Distribute Flyers/Information