

Distribution of Non-School Materials Policy and Procedures

On August 17, 2015, the Green Bay Area Public School District Board of Education approved Policy 852 and Rule 852 pertaining to distribution of non-school materials. The following is a guide to the Policy and Rule to aid in facilitating requests to distribute non-school materials in the District's schools. **All non-school materials to be distributed in the schools shall be approved prior to distribution by contacting Diane Reich, dlreich@gbaps.org.**

- A. All of the following **conditions must be met** for the District's school(s) to distribute your materials:
1. Your group or organization must be a tax-exempt entity (e.g., charitable, educational, registered non-profit, governmental, etc.) or non-income generating community group.
 - If you are a self-employed individual/contractor/consultant or for-profit entity seeking to advertise or to recruit participants/customers in connection with the service activity or product offered by the person/entity, your materials will not be distributed.
 - The District may approve a proposed posting for distribution that relates to a community program/activity for school-age children that is primarily charitable in nature, but sponsored or underwritten by a for-profit individual/entity, provided that the program/activity is not most reasonably construed as an effort to advertise the actual service, activity or product that is offered for-profit.
 2. The material must promote educational or recreational programs, events or activities serving public school-age children.
 3. If fees are requested for participation, the District requires the group or organization to offer to scholarship or subsidize fees to low income students.
 4. All materials must clearly identify the non-profit organization or group sponsoring the program, activity or event and include a phone number for students or their parents/guardians to get further information.
 5. All materials intended for distribution in the school buildings must include the following disclaimer (in both English and Spanish):

This organization, program or activity is not affiliated with the Green Bay Area Public School District nor is it a school-sponsored activity. The District does not approve, support or endorse the information contained within this document or this program or activity.

Esta organización, programa o actividad no está asociada con el Distrito de Escuelas Públicas del Área de Green Bay, ni tampoco es una actividad patrocinada por la escuela. El Distrito no aprueba, apoya, ni respalda la información contenida dentro de este documento o este programa o actividad.
 6. The District prefers that materials be translated into languages spoken by the families receiving the information where available.
 7. Your group or organization must follow the District's procedures for the distribution of non-school material.

B. In order to be distributed in the District's school(s), your **materials may not:**

1. Relate to community program/activity that violates the law or incite or encourages illegal behavior or violate state law.
2. Request the collection of funds, the taking of ticket orders, or the completion of forms to be returned to the school.
3. Interfere with classroom instruction or substantially disrupt or materially interfere with the proper and orderly operation of the school or a school-sponsored activity. Time, place and manner restrictions can be placed on the distribution of non-school materials to protect instructional time. Because of the importance of using all instructional time for the benefit of students, only minimum staff time may be used in the distribution of non-school materials through the schools.
4. Be political campaign literature.
5. Contradict the District's mission or beliefs or is in conflict with Board policies.
6. Recruit current District students to attend or participate in a non-school-related program, activity or event that occurs during regular school hours during the school year.
7. Be primarily devoted to the promotion of commercial products or services.

C. To have your materials approved for distribution, please do the following:

1. **Please provide a copy of your proposed material(s) to Diane Reich, dlreich@gbaps.org.**
2. You will be provided notification of the decision regarding your request as soon as practicable.
 - Please allow one week for a determination regarding your proposed materials.
 - Please note that information is distributed in elementary buildings each Tuesday that school is in session.
 - Your materials should be provided to Ms. Reich no later than two weeks prior to the date your organization would like the materials distributed.
 - If the request is approved, you will be notified of the approved method of material distribution and any applicable distribution requirement (e.g., time, place and manner restrictions).
3. Once a submission is approved pursuant to the process outlined herein, it may not be altered or changed in any way prior to the distribution to the school buildings.
4. Upon approval, you will receive the distribution directions and quantity needed for each school.
5. The building principal and/or administrator reserve the right to decline distribution of your materials in accordance with Board of Education Policy and Rule 852.

The District reserves the right to change these guidelines in accordance with Board of Education Policy and Rule 852.

The Green Bay Area Public School District does not discriminate against a person's sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability. – Wis. Stat. Sec. 118.13