

POLICY

EAST WINDSOR BOARD OF EDUCATION

COMMUNITY

9712 /Page 1 of 2

Distribution of Non-School Materials to Students

9712 DISTRIBUTION OF NON-SCHOOL MATERIALS TO STUDENTS

Students and the educational program must be the focus of all schools. It is therefore the policy of the East Windsor Board of Education to provide guidelines for the distribution of materials from outside organizations to be taken home by students. Printed informational materials and announcements from the following organizations shall be permitted to be distributed directly to students through take-home folders, backpacks, or similar manner or to be displayed within the schools:

- Material from the EWRSD Board of Education, administration or schools;
- Material from the PTA/PTO, booster clubs and other school organizations;
- Material from agencies/departments of the East Windsor or Hightstown municipal governments, Mercer County government, the State of New Jersey, the federal government, or the schools within the state university system;
- Material from nonprofit organizations from East Windsor or Hightstown; material from nonprofit organizations that primarily promotes fundraising activities will not be approved for distribution.

No other organizations or businesses shall be permitted to distribute materials to be taken home by students. The district will not allow the distribution of flyers, materials, or promotional events for commercial purposes or purposes unrelated to the district's educational mission or goals.

Any materials distributed through students shall contain no commercial advertising. The listing of the name and/or logo of a program sponsor of an outside agency or school or nonprofit organization or an acknowledgment of financial support may be permitted.

Flyers/brochures, etc. are normally distributed through students at the elementary and middle school levels, but not at the high school level. At the high school level an announcement will be made that informational materials or flyers are available for interested students at designated school offices.

The Superintendent or designee shall approve materials to be distributed from all school-related groups, as well as agencies, government branches and nonprofit organizations before



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9712 /Page 2 of 2

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distribution in any school. Organizations or agencies permitted to distribute materials must deliver these announcements to the schools three days prior to the designated distribution date.

All printed informational materials to be distributed must be collated into stacks of 30 (or the appropriate distribution size) to minimize staff time necessary for the handling of materials. Each school can provide the number of stacks needed, or the Superintendent's office can provide this information for all schools.

Informational materials and announcements provided by nonprofit community organizations approved by the Superintendent for distribution to students or for display on school grounds must include the following disclaimer:

"These materials are neither sponsored nor endorsed by the East Windsor Board of Education. The distribution or display of this material is provided as a community service."

Nonprofit community organizations may be asked to provide documentation verifying nonprofit status. This documentation must either be a copy of a letter from the Internal Revenue Service stating that the organization is considered tax exempt under Section 501 (c) (3) or a copy of a notarized letter on the organization's letterhead stating that the organization is a nonprofit organization.

Adopted: 30 June 2008

