

**DODGELAND SCHOOL DISTRICT**  
**Board Policy Manual**

852

**DISTRIBUTION OF NON-SCHOOL MATERIALS**

The Board supports the posting or distribution of materials from non-school sources for the purpose of providing students and families with information about educational, cultural, civic and/or recreational community programs and activities that serve public school-age students.

Outside persons or groups not directly affiliated with the district or a school shall not post or distribute materials in district buildings except with prior approval of the designated administrator determined by the location and/or extent of the posting or distribution as follows:

- District Administrator - district-wide posting or distribution.
- Middle School/High School Principal - high school posting or distribution.
- Middle School/High School Principal – middle school posting or distribution.
- Elementary School Principal – elementary school posting or distribution.

School-related parent and community groups are not direct affiliates of the District and require such prior approval including, but not limited to, Booster Club and PTO.

The person or group requesting a posting or distribution shall submit an exact copy of the material to the administrator with the name of the organization and a contact person's name and phone number. The administrator shall review the request to determine whether the material meets the following criteria:

- Consistent with the law and the District's mission and goals.
- Not objectionable, offensive, sexual or obscene.
- Developmentally suitable for the targeted student population.
- Not disruptive to the school environment, classroom instruction or other school operations.
- Avoids promotion of unsafe, unhealthy or illegal conduct including, but not limited to, the use of tobacco, alcohol, drugs or weapons.

If the administrator determines the material is not appropriate to be distributed or posted the request shall be denied. If the requesting person or group disagrees with the decision of the administrator, the matter may be appealed to the next level of the authority. A principal's decision may be appealed to the District Administrator and the District Administrator's decision may be appealed to the Board.

If the request is approved, the person or group shall provide all materials and resources needed for the posting or distribution. No district funds, equipment or supplies shall be used.

Persons or groups directly affiliated with the District or a school building may post or distribute materials about school-sponsored activities without prior administrative approval.

LEGAL REF.: Sections 118.12 Wisconsin Statutes  
120.12(2)

CROSS REF: 850, Public Sales and Solicitations on School Premises  
851, Advertising in the Schools

Approved: March 15, 1999  
Revised (WASB): December 17, 2012