

MONONA GROVE SCHOOL DISTRICT

Administrative Rule 851

GUIDELINES FOR THE DISPLAY AND DISTRIBUTION OF NON-SCHOOL MATERIALS

The following guidelines shall be used by building principals or their designees when they receive a request to display and/or distribute non-school materials on school premises:

1. Non-school materials may be displayed and/or distributed on school premises if the information contained in those materials concerns educational, cultural, civic and/or recreational organizations or activities, subject to provisions contained in these guidelines.
2. The appropriateness of the material being proposed for display and/or distribution shall be determined as follows:
 - a. A list of organizations and activities for which materials may be displayed and/or distributed on school premises shall be developed and reviewed prior to the start of each school year by the district administration.
 - b. Requests for the display and/or distribution of materials concerning organizations or activities not included on the approved list must be referred to the Superintendent and/or designee for review. All such requests shall be acted on within seven school days from the date of that referral.
 - c. Material which shall not be displayed or distributed includes, but is not limited to, that which:
 - (1) Promotes a political agenda/candidacy;
 - (2) Defames or slanders other individuals or groups;
 - (3) Serves the primary purpose of promoting the commercial gain of the sponsoring for-profit organization;
 - (4) Disrupts the instructional process or educational mission of the school;
 - (5) Is lewd, lascivious or obscene as determined with respect to school-age children; or
 - (6) Encourages illegal activities.
3. The principal or designee shall determine the method through which material that is approved may be distributed.
4. Approved materials may be displayed only in areas designated by the principal or designee.

5. Material that is approved for distribution must be provided to the school by the sponsoring organization in appropriate bundles as specified by the building principal or designee.
6. Parents/guardians wishing not to have materials of the nature covered in these guidelines sent home via their child may contact the school in writing. The school shall make every reasonable effort to honor these requests.

APPROVED BY THE SUPERINTENDENT: September 10, 2003