



## Peters Township School District

Procedure: 1330.3-P

Title: Use of Facilities for Distribution of Materials

Adopted: 5/21/07

Revised:

### Approval Of Notices

Notices from Group 1 and Group 2 require approval from the building principal (date and initials) if the notice only affects one (1) school level configuration (i.e., both Bower Hill and PV are a K-3 configuration). The principals will maintain a copy of the dated and signed notice in their offices. Notices that affect more than one (1) school level configuration and notices from Group 3 require the approval of the Superintendent.

### Distribution of Notices In Schools

Elementary classroom teachers will distribute approved notices to the students provided that the notices are bundled by the requesting organization in classroom sets of thirty (30) and delivered to the appropriate buildings. Group 2 and 3 notices must include the appropriate disclaimer listed below.

Group 3 notices for elementary distribution will be sent home once, the last week of each month. These notices must be received by the 15<sup>th</sup> of the month by the Superintendent or designee.

The middle school and high school staff will not distribute materials directly to the students. Students will be notified through the daily announcements as to where they may pick up the materials in the schools.

The announcement and materials will be available for one (1) week only, unless approved for a longer period. School personnel will discard the materials after the approved period.

### Required Disclaimer

All notices approved for Group 2 organizations shall display the following disclaimer in bold capital letters on a cover sheet or at the top of the flyer.

For Cooperative Events –

**THIS GROUP IS WORKING IN COOPERATION WITH THE PETERS TOWNSHIP SCHOOL DISTRICT TO OFFER THIS EVENT OR PROGRAM.**  
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For Independent Events –

**THIS GROUP IS SHARING THE ATTACHED INFORMATION THROUGH THE PETERS TOWNSHIP SCHOOL DISTRICT. THE EVENT OR PROGRAM IS NOT INITIATED OR SUPERVISED BY THE DISTRICT.**

All notices approved for Group 3 organizations shall display the following disclaimer in bold capital letters on a cover sheet or at the top of the flyer.

**THIS EVENT, PROGRAM OR GROUP IS OPERATING INDEPENDENTLY OF THE PETERS TOWNSHIP SCHOOL DISTRICT. DISTRIBUTION OF THIS INFORMATION DOES NOT INDICATE ENDORSEMENT BY THE DISTRICT.**

Guidelines For Refusal

The following guidelines will be used in interpreting the public interest:

1. The organization or its notice may not be presented in a manner that incites others to disorder or is in any way disruptive to the educational process.
2. The organization or its notice is not discriminatory or abusive of other groups by reason of race, ethnicity, religion, gender, disability or sexual orientation. The district does not implement a specific policy of nondiscrimination for membership so as to avoid conflict with organizations that serve only specific segments of the population, including all boys and girls clubs, programs for persons of a certain age group or programs for persons of specific cultural communities.
3. Notices that promote any purpose that is unlawful will be rejected.
4. Notices that promote partisan politics, support a particular political candidate, or advocate a divisive political issue is contrary to the district's interest in maintaining the appearance of neutrality.
5. Notices that are obscene, indecent, vulgar, or outside accepted community standards will not be approved for distribution or display.

6. Responses to notices from Group 3 will not be returned or collected on district property or by any district personnel.
7. Notices provided by for-profit groups, companies or organizations will not be distributed.

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8. Complaints regarding the distribution or rejection shall be presented in accordance with Policy 1312, Complaints/Concerns Regarding School Personnel, Programs or Practices.