

Community Relations**Distribution of Materials by Students**

Regional School District #10 Board of Education is obligated to protect the welfare of students, the integrity of the learning environment and its limited resources. At the same time, the Board of Education recognizes that the dissemination of information about local events, activities and services may be beneficial for students and encourages positive school-community relationships. Printed materials may be distributed to parents and guardians by students as an inexpensive means of mass communication. However, this procedure can be objectionable to parents, guardians and the school district if it is over utilized. Therefore, the distribution of advertising materials by students will be subject to the following criteria:

1. The materials must relate to Region 10 Schools, the communities of Harwinton and/or Burlington or to local recreational or civic activities relevant to students.
2. The materials must not relate to any religious belief or activity, promote private gain, or endorse any political agenda.
3. The materials must not promote any political party or candidate.
4. All information must be consistent with district policies and must be age-appropriate for the students involved. Information must not:
  - a. Promote the use of illicit drugs, alcohol, tobacco or firearms
  - b. Promote hostility, disorder, or violence
  - c. Attack, demean, mock or discriminate against any individual based upon race, color, national origin, sex, age, disability, sexual orientation or religion
  - d. Be libelous, fraudulent or unlawful
  - e. Promote any specific religion or religious activity
  - f. Promote or oppose any political candidate, group or ballot proposition
  - g. Be likely to disrupt the functioning of the district or any school, interfere with instructional time or adversely affect district/school resources

Distribution of materials includes posting information on school district property, using students as couriers of the materials or transmitting materials via electronic mail to students, parents/guardians or school personnel.

Distribution of Materials Requiring the Approval of the School Principal:

At the discretion of the principal and upon his/her approval based upon the above criteria, schools may distribute or post the following types of information for students, families or staff:

- Information developed or sent by Region 10 Schools
- Information about school-sponsored events, activities, coursework and programs, including school-sponsored fundraising and culminating projects.
- Information in officially sanctioned student newspapers/publications
- Information from district/school parent organizations (PTA)

Distribution of Materials Requiring Approval of the Superintendent of Schools:

The Superintendent of Schools or designee may permit local, nonprofit organizations to distribute information to students about youth-related activities, services and events subject to the above criteria. In exercising his/her discretion with regard to the approval of the distribution of such materials, the Superintendent may consider the potential social, emotional or educational benefits of the information to students, as well as any need to minimize the volume of information being distributed by students at the time the request is made.

Community Relations**Distribution of Materials by Students (cont.)**

All requests for the distribution of materials shall be made by submitting a completed *Nonprofit Organization Request for Distribution of Materials* form with required documentation to the Superintendent of Schools. The Superintendent or designee shall determine whether the request complies with the criteria established by this policy. The decision of the Superintendent shall be final. The Superintendent's office or designee is responsible for notifying school administrators and school office personnel of the approval of any distribution of materials.

Distribution of Budget/Referendum Materials by Students

Information concerning a pending referendum, specifying only the time, date, location and question or proposal to be voted upon may be disseminated through the students. This information may not contain any other information or statements, or be written in a manner which may advocate a position on the referendum question.

Legal Reference: Connecticut General Statutes

§ 9-369b Explanatory text relating to local questions.

**Regional School District #10**  
**24 Lyon Road, Burlington, CT 06013**

**NONPROFIT ORGANIZATION REQUEST FOR DISTRIBUTION OF MATERIALS FORM**

Regional School District #10 may permit local nonprofit organizations to distribute information to students about youth-related activities, services and events subject to the following conditions:

- The organization submitting this request must be a nonprofit 501C-3 organization (Attach proof of nonprofit status)
- The organization must include the following statement prominently displayed on the materials to be distributed: "This activity/service/event is sponsored by, (name of organization), a registered nonprofit organization. It is not sponsored or endorsed in any way by the Board of Education for Regional School District #10. The (name of organization) retains sole legal responsibility for the conduct and safety of this activity/service/event."
- Materials for students must be age-appropriate
- Materials must be packaged for easy distribution and delivered to the schools 3 school days in advance of the requested date of distribution.
- Materials for distribution may not promote a religious activity, private gain or a political agenda
- A copy of the materials for distribution must be attached to this application

Regional School District #10 will NOT distribute or post any material that does not meet the criteria of Board Policy #1325

To apply for permission to distribute materials, please complete the form below and submit it with the required attachments to the Superintendent's Office in person, by mail, via e-mail to [spitzm@region10ct.org](mailto:spitzm@region10ct.org), or by fax to (860) 673-7534.

Name/Address of Nonprofit Organization: \_\_\_\_\_

Description of Materials for Distribution: \_\_\_\_\_

Potential benefit of Materials to Region 10 students: \_\_\_\_\_

Telephone/Fax # \_\_\_\_\_ E-mail Address \_\_\_\_\_

Preferred Date of Distribution \_\_\_\_\_

**I would like to DISTRIBUTE the attached information to:**

\_\_\_\_ Harwinton Consolidated School (860) 485-9029

\_\_\_\_ Lake Garda School (860) 673-2511

\_\_\_\_ Har-Bur Middle School (860) 673-6163

\_\_\_\_ Lewis Mills High School (860) 673-0423

I would like to distribute the attached information to the following grades: \_\_\_\_\_

**I would like POST (on one of the school bulletin boards) the attached information at:**

\_\_\_\_ Harwinton Consolidated School

\_\_\_\_ Lake Garda School

\_\_\_\_ Har-Bur Middle School

\_\_\_\_ Lewis Mills High School

The organization listed above, as evidenced by my signature below, hereby agrees to hold harmless and indemnify Region 10 Schools for any liability, claims, injuries, damages, causes of action, losses, costs, suits or judgments arising out of injuries or damages related to activities, events or services described in the materials that Region #10 agrees to distribute pursuant to this request.

Name of Person making request: \_\_\_\_\_  
(please print)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Superintendent's Signature	____ Approved as requested
	____ Approved, but modified in the following manner: _____
	____ Not approved. Reason _____
	Date: _____      ____ Applicant Contacted      ____ School Notified      ____ Copy Filed