

School Distribution of Materials and Information

Anyone outside of the school system desiring to utilize any schools as a means to distribute information, materials, or messages must request permission from the district office prior to doing so by completing **Form 8:25-E1**. If permission is granted, the district office will provide the entity with a form that indicates the schools approved and the means allowed for dissemination of the information.

Options for Distribution of Materials:

- General Distribution: School personnel will see to it that each student in the school receive the information. Copies will be provided by the requester.
- Post and Provide: School personnel will post the information that communicates to students that there is information they may pick up in the office at their request.
- Denial: The information will not be distributed nor provided to students or staff.

Criteria for Approval

- General Distribution: The school district will only distribute information to students from approved non-profit, non-commercial organizations that have information deemed pertinent and beneficial to students. Organizations approved for full distribution include Morton Park District and its affiliate travel team groups, Morton municipal organizations, 4-H, Girl and Boy Scout organizations, and local activities of disease prevention societies.
- Post and Provide: The school district will only post and provide information to students from commercial, for-profit groups or individuals if the information is deemed substantially pertinent and beneficial to students, and not merely a form of advertising. Examples include free or reduced price items, non-school-sponsored athletic camps, post-secondary educational institutions, and local cultural events. Denial: Commercial, political, or ideological advertising will be denied.

The school may require a disclaimer to be included that indicates the information is not school endorsed or related.
- District Email: The school district email system will not be used to communicate outside, non-school-related information to students, parents, or staff members.
- Staff Mailboxes: Only information deemed to be pertinent and beneficial to employees will be allowed to be placed in staff mailboxes. Otherwise, approved information may be posted and provided in staff work areas. Information in these categories may include commercial discounts, cultural events, and professional development programs or opportunities.
- District Website: The school district websites will not be used to communicate outside, non-school-related information.