

DISTRIBUTION OF MATERIALS FOR PARENTAL INFORMATION

This Policy governs the use of School facilities by students and school personnel to distribute flyers, handouts and other informational literature. School administrators and teachers are often asked to give students notices or other written information to bring home to parents. Such use of school facilities and school personnel, directly or indirectly, constitutes the use of public facilities and public funds.

The public policy of the state, as expressed in Section 1 of Article 8 of the New York State Constitution, expressly prohibits the gift or loan of public money or public facilities to or in aid of any private individual, corporation or other entity.

School districts can use, nevertheless, public funds and facilities for purposes which are consistent with the purposes of the school district. These purposes are to promote the educational, physical and moral well-being of the children of the district.

Therefore, the following criteria shall govern in determining whether information, notices, announcements or other papers may be distributed by handing such material to students to take home to their parents:

1. The material will relate, directly or indirectly, to educational purposes and functions carried on by the school or the school district;
2. The information will relate to programs sponsored by the school or the school district which are related to the educational purposes and functions of the school district; or
3. For information which does not relate to functions carried on or sponsored by the school or school district, such information is prepared by a not-for-profit organization for distribution , will relate to a valid educational purpose and will benefit either students or a school related organization.

All information to be distributed shall be submitted to and approved by the superintendent who, before authorizing the distribution, must first make a finding that the information meets one or more of the criteria stated above.

Approved: 7/7/03 (3rd 7/7/03; 2nd 6/19/03; 1st 5/13/03)

[BOE\POLICIES\DIST MATERIALS PARENT INFO 7-7-03]