

# Putnam County Board of Education

Monitoring:  <b>Review: Annually, in September</b>	Descriptor Term:  <b>Advertising and Distribution of Materials in the Schools</b>	Descriptor Code:  <b>1.806</b>	Issued Date:  <b>09/03/15</b>
		Rescinds:  <b>1.806</b>	Issued:  <b>11/06/14</b>

- 1 No part of the school system, including the facilities, emails, the name, the staff, and the students, shall  
 2 be used for advertising, solicitation, or promoting the interests of any commercial, political or other  
 3 non-school agency or organization except that:
- 4 1. All printed and electronic materials must be pre-approved by the director of schools or central  
 5 office designee.
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  - 7 2. Submissions require five (5) business days for processing;
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  - 9 3. Distribution is not one-to-one. Outside materials are not sent home, but made available  
 10 digitally on the district website [www.pcsstn.com](http://www.pcsstn.com);
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  - 12 4. The school may cooperate in furthering the work of any non-profit, community-wide social  
 13 service agency, provided that such cooperation does not restrict or impair the educational  
 14 programs of the schools;
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  - 16 5. The school may participate in radio or television programs under acceptable commercial  
 17 sponsorship when such programs are educationally beneficial;
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  - 19 6. Community, educational, charitable, recreational and other similar civic groups may advertise  
 20 event pertinent to students' interests or involvement. Such advertisement, including the  
 21 distribution of materials, and the placing of banners or signage, shall be subject to any  
 22 procedures related to time, place and manner established by the principal;
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  - 24 7. The Central Office designee and/or principal shall screen all materials prior to distribution to  
 25 ensure their appropriateness. The principal may prohibit materials that:
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  - 27 a. would likely cause substantial disruption of the operation of the school;
  - 28 b. violate the rights of others;
  - 29 c. are obscene, lewd or sexually explicit; or
  - 30 d. students would reasonably believe to be sponsored or endorsed by the school.
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  - 32 8. The school may, upon approval of the director of schools, cooperate with any governmental  
 33 agency in promoting activities which advance the education or other best interests of the  
 34 students;

- 1 9. Political literature shall not be distributed through the school to students, nor sent home to  
2 parents, nor place in employee's mail boxes, lounges, or on school premises, nor sent to an  
3 employee's home address or school board email address;  
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- 5 10. Political signs for people who are running for public office shall not be allowed on school  
6 property except those being held by poll workers on election day;  
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- 8 11. School publications may accept and publish paid advertising under procedures established by  
9 the director of schools; and  
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- 11 12. Any outside entity wishing to advertise or solicit within the schools must prominently display  
12 the following disclaimer: "This information is being distributed as a community courtesy.  
13 Putnam County School System is not an endorser or sponsor of this event.  
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Cross References

Board-Community Relations 1.500  
Vendor Relations 2.809  
Staff-Community Relations 5.606  
Student Publications 6.704