



**ADVERTISING and DISTRIBUTION OF MATERIALS BY NON-SCHOOL GROUPS
USING EMPLOYEE/STUDENTS ON SCHOOL GROUNDS**
(School Community & External Agency Relations)

**ADVERTISING AND DISTRIBUTION OF MATERIALS BY NON-SCHOOL GROUPS
USING EMPLOYEES/STUDENTS ON SCHOOL GROUNDS**

1. The Marlborough School Committee does not advocate the use of employees or students as channels for advertising or distributing materials through the public schools.
2. No activity of this nature which requires employees or students to assist in promoting campaigns (financial, charitable, educational, or otherwise) and demands the time of employees or students shall be permitted without permission of the Superintendent of Schools.
3. The Marlborough School Committee authorizes the Superintendent of Schools to approve the distribution of materials by non-school non-profit groups limited to the placement of literature in the school offices, the display of posters and announcements by principals in newsletters to student homes.
4. The Marlborough School Committee authorizes the Superintendent of Schools to approve the distribution of materials by non-school non-profit groups to the student when, in the Superintendent's opinion, they are of an educational nature, they are designed to benefit the student, or when they contain information which promotes the best interest of the school system and the City of Marlborough.

Guidelines

1. The Superintendent of Schools will determine the value of the material and decide the extent and limitations of the distribution.
2. No distribution for outside groups will be made which require employees and students to handle funds.
3. The PTOs at each school building may distribute PTO materials through the students with the approval of the building principal. However, the materials should be informational in nature. Controversial material must be approved by the Superintendent of Schools.
4. Any distribution of materials must be prepared by the non-school group for the school itself in terms of numbers of pupils, number of rooms, etc.
5. All material must be prepared by the non-school group and must be in English and translated in Spanish and Portuguese.

Legal Reference: cf. (KJA)

Approved: Prior to 1/1/90

Approved 4.27.21