School District of Jefferson
COMMUNITY INFO FOR FAMILIES

GUIDELINES FOR NON-PROFITS FOR DISTRIBUTION OF INFORMATION IN SCHOOLS

At present, the School District of Jefferson offers non-profit organizations the opportunity to provide students and parents information about activities that fit with the District's mission, vision, and beliefs. Information regarding community activities/programs that are for public school-age students will be shared with students/families if (1) the information meets the criteria set forth below; and (2) the person requesting to share the information through the schools follows the procedure for the distribution of the material.

Requests for the distribution of non-school-sponsored materials shall be submitted to the Building Principal or District Administrator who shall determine if the information should be shared based upon the following criteria:

- The program/activity must serve K-12 public school-age children;
- The program/activity does not violate the law;
- The program/activity must be considered appropriate as determined by the District Administrator;
- The materials requested to be shared are not being provided for the purpose of recruiting current School District of Jefferson students to attend a non-SDOJ school/educational program/activity that occurs during regular school hours during the school year; and
- Community programs/activities do not include, for example, any activity, product, or service that is generally open to the public at large as an income-generating or for-profit business activity and that is generally not specific to public school-age students, including those being offered at special rates or discounts to attract school-age customers/consumers and their families (e.g., restaurants, hotels, entertainment venues, etc.).

DISCLAIMERS

Organizations are required to include a disclaimer on all material, i.e., flyers, brochures, and promotional materials. One of two versions should be used:

Disclaimer #1 is to be printed on or stapled to any materials that are distributed by organizations, businesses, etc. outside of our school district.

> *This is not a school-sponsored activity and the School District of Jefferson does not provide support or endorsement of this program/activity. It has neither reviewed nor approved the program, personnel, or activities announced in this brochure/flyer. Permission to distribute this material must not be considered a recommendation or endorsement by the School District.*

Disclaimer #2 is to be printed on or stapled to any materials that are distributed by organizations identified as supporting students and families of our district, such as PATHS/PTO's, Jefferson Park and Rec. Dept., Jefferson Youth Sports, FFA Alumni, etc.

> *This activity is organized and solely sponsored by a recognized parent or community organization in support of the School District of Jefferson and not by the school district itself. It is recognized that the intent of the activity is to ultimately support students and families served by the School District of Jefferson. Permission to distribute this material has been given by the district.*

PROCEDURES FOR REQUESTS

Information (flyers, brochures, etc.) from **non-profit** outside organizations is allowed to be distributed/posted only after approval from the Building Principal or District Administrator. The following procedures should be used:

- District staff are not to distribute material without the completed approval/notification process.
- The requesting non-profit organization contacts the Building Principal or District Office and provides an electronic copy of the informational piece to the office for approval.
    - The appropriate School District of Jefferson disclaimer must be included on each piece.
    - Flyers will be accepted up to two months prior to the first date or deadline
    - If an electronic copy is unavailable, a copy may be mailed to or dropped off at the appropriate office (see below).
- A copy of the information translated into Spanish is recommended.
- The administrator giving approval will keep a copy on file and inform the requesting organization of such approval.
- The Distict may SHARE content on social media platforms from the non-profit's original post in to District social media page(s).
    - A disclaimer must be include in the text while being shared

Electronic Distribution:

Electronic flyers can be shared in the following ways:

- Posted on the District's ***Community Communication*** web page
- Emailed to families via building/ district digital newsletters
- If requested and available on the non-profit's social media pages the Distict may SHARE the approved content on District social media platforms from the non-profit's original post to District social media page(s).
    - A disclaimer will be include in the text while being shared

Print Distribution:

Print flyers can be shared in the following ways:

- A hard copy flyer may be posted in the requested school building(s).
- The requesting organization may make additional copies available at the school building(s) for families to pick up from the office.
    - Copies **will not** be sent or mailed home with each student, unless extenuating circumstances are warranted and approved by the Building Principal.

CONTACTS

District Office
206 South Taft Ave.
Jefferson WI 53549
920-675-1000

Jefferson High School
700 West Milwaukee St.
Jefferson WI 53549
920-675-1100

Jefferson Middle School
501 South Taft Ave.
Jefferson WI 53549
920-675-1300

East Elementary
120 S Sanborn Ave
Jefferson WI 53549
920-675-1400

Sullivan Elementary
618 Bakertown Rd,
Sullivan, WI 53178
920-675-1500

West Elementary
900 West Milkwaukee St.
Jefferson WI 53549
920-675-1200