

## **5130.1**

### **STUDENTS**

#### **COLLECTIONS, DRIVES, CONTESTS AND DISTRIBUTION OF FLYERS**

It is the intent of the Manchester Board of Education to minimize encroachment on teaching time and to protect students and staff from commercial exploitation. Student participation in collections, drives, contests and the distribution of flyers must be voluntary on the part of students. It is the intent of the Board of Education to limit the use of school students for collections, drives, contests and the distribution of flyers.

- 1) The schools of Manchester shall not be involved, except by special and rare exception, in collections and drives by non school agencies. These collections and drives must have the approval of the Superintendent of Schools.
- 2) Contests sponsored by non school agencies are not to be conducted or advertised through the schools, with one exception. Nonprofit agencies sponsoring poster contests with important educational content may be approved by the Superintendent of Schools on the recommendation of the principal and the appropriate department head.
- 3) Schools shall not be used by non school groups for distributing flyers, displaying posters and selling tickets, except for programs approved by the Superintendent of Schools because of their civic and/or cultural advantages. The sale of tickets, if approved, would be the responsibility of the agencies approved by the Superintendent of Schools. The principal, with the approval of the Superintendent, may develop a distribution schedule.
- 4) Fund raising activities such as walk a thons, read a thons, bowl a thons, bike a thons, etc., sponsored by a charitable organization which depends upon student participation, will be limited to one approved activity in the fall and one in the spring.
- 5) No written materials, promotional materials or flyers on matters that are subject to a referendum vote or an election, may be distributed through the schools by students. State election laws must be consulted to resolve any questions concerning distribution of such materials through the schools.

Adopted: May 29, 1979

Revised: January 23, 1989

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##### **ADMINISTRATIVE GUIDELINES:**

- 1) Approval for a collections, drives, contests or distribution of flyers by non school groups must be obtained from the Superintendent of Schools.
- 2) These collections, drives, etc. must not interfere with the instructional time of the school and will be the sole responsibility of the sponsoring agencies.

3) Flyers from the Recreation Department of Manchester, Girl Scouts, Boy Scouts, Brownies and Cub Scouts, as well as the Lutz Junior Museum, may be distributed by arrangement through the Superintendent of Schools.

4) Routine communications from the PTA's/PTO's may be distributed through the individual schools to the parents/guardians of children in the school attendance area, with the approval of the principal. Communications that are to go beyond a single school must be approved by the Superintendent of Schools.

5) The United Fund Drive has been approved and may be conducted through the Superintendent of Schools for the teaching and administrative staff of the Manchester school system.

6) Each school or their affiliated agencies may participate in moneymaking projects to help finance school trips or school related projects within the limits of existing policy.

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