



January 2018

To: RLASD Staff, Community Members

From: Randy Drost, District Administrator

### **RICE LAKE AREA SCHOOL DISTRICT-DISTRIBUTION OF NON-SCHOOL RELATED INFORMATION**

In November 2017, the Rice Lake Board of Education formally revised the policies and procedures on the distribution of non-school related information to students/families in the Rice Lake Area School District. The specific policies and procedures are listed below:

[Policy 852 – Distribution of Materials](#)

[Policy 852.1 – Distribution of Materials](#)

[Rule 852.1 – Distribution of Materials](#)

In addition, listed below are a few of the main points from Rule 852.1. Please feel free to share this information with others.

Requests for the distribution of non-school-related materials shall be submitted to the District Administrator or his/her designee who shall determine if the information should be distributed based upon the following criteria:

- The requestor is a tax-exempt entity (e.g., charitable, educational, registered nonprofit, governmental, etc.) or non-income generating community group.
- The community program/activity must serve K-12 public school-age children.
- The community program/activity must be considered appropriate as determined by the District Administrator or his/her designee.
- Community programs/activities do not include, for example, (1) raffles or fundraisers seeking to sell products; or (2) 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 (including

“student is free” offers) to attract or advertise to school-age customers/consumers and their families (e.g., restaurants, hotels, entertainment venues, etc.).

- The material, if in print form, shall be sorted in appropriate bundles of 20-25 for distribution for each class; and the information shall contain, in a reasonably prominent location and typeface, a non-endorsement statement on each piece of material requested to be distributed through the schools. Such statement shall indicate that this is not a school-sponsored activity and the RLASD does not approve, support, supervise, or endorse this program/activity.
- All materials must have a telephone number and website, if available, in order for parents to get further information.
- Persons, groups, or agencies seeking approval to distribute materials in schools are strongly encouraged (1) to provide materials translated into the languages spoken by the families receiving the information; and (2) to offer scholarship or subsidy fees to low income students if fees are requested for participation.
- Failure to meet any of the specific requirements will result in the non-school-related materials not being distributed through the schools.
- Materials will be distributed one time per month, and typically during the first week of the month.

If you have any questions regarding this distribution process, please contact me at [drostr@ricelake.k12.wi.us](mailto:drostr@ricelake.k12.wi.us).