

## Community Relations

### Requests to Distribute Materials

The Newtown Board of Education (the “Board”) recognizes that the dissemination of information about local events, activities, and services may be beneficial for students and encourages positive school-community relationships. For this reason, printed or electronic materials may be distributed to parents and guardians as an inexpensive means of mass communication.

However, the Board recognizes that this procedure can be objectionable to parents, guardians, and the Newtown Public Schools (the “District”) if it is overutilized.

Therefore, the Superintendent of Schools or designee may approve distribution of materials in accordance with the following criteria:

1. The materials must relate to the Newtown Public Schools, the Newtown community, or local recreational or civic activities (i.e., recreational or civic activities occurring in Newtown and/or a surrounding community).
2. The materials do not promote private gain.
3. The materials do not promote any political party or candidate.
4. The materials are not advertisements for private organizations or businesses.
5. The materials do not solicit funds from parents, students, and/or staff for purposes unrelated to District schools, school-sponsored activities, or students.
6. No particular distribution procedure is imposed on the District or a District school, staff or students.
7. The materials do not interrupt the instructional program of the District and comply with overall school purposes and policy.

Any material that is not created by the Board or the District shall contain the following statement: “This communication and the related event/activity is sponsored by [*insert organization*] and is not endorsed or sponsored by the Newtown Board of Education or Newtown Public Schools.”

Requests to distribute materials associated with the budget referendum process must comply with the Connecticut Statutes. On issues to be decided at referendum, information distributed through the District may provide information on the time, date, location and question of the referendum but shall not advocate either approval or disapproval of the proposal or question.

All requests for the distribution of materials, except for materials that are part of the approved educational program, shall be submitted to the Superintendent or designee for approval. The Superintendent or designee shall determine whether the request complies with this policy. The Superintendent's decision regarding the distribution of materials is final.

Legal Reference: Connecticut General Statutes

9-369b Explanatory text relating to local questions.

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NEWTOWN PUBLIC SCHOOLS  
Newtown, Connecticut

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