

SCHOOL DISTRICT OF GRAFTON
Board of Education Policy

821.5 Rule

ELECTRONIC MARQUEE GUIDELINES

Messages that are submitted must be approved for display by the Superintendent of Schools, or his/her designee. The appearance of messages is subject to constraints of the electronic and mechanical limitations of the sign. Messages may be edited by the District for conciseness, clarity, and conformity to the requirements of the medium. Messages submitted must not exceed fifty (50) characters, including spaces.

The following types of messages are prohibited:

1. alcoholic beverages, tobacco products, or drugs
2. candidates in any political election
3. religious or political viewpoints
4. promotion of commercial goods or services
5. private or personal messages/private or personal events
6. inappropriate language
7. solicitations except for District or Chamber of Commerce sponsored activities

The following criteria will be applied to all messages:

1. All requests for messages on the electronic marquee must be submitted in writing to the Grafton School District's District Office.
2. Requests must be received at least twenty four (24) hours in advance of requested posting. This requirement may be waived at the discretion of the Superintendent of Schools, or his/her designee.
3. Messages will appear in a timely manner.
4. Messages from the District and schools will be given first priority.

Cross References: 411R, Student Discrimination Complaint Procedures
411E, Exhibit Discrimination Complaint Form

511R, Employee Discrimination/Complaint Procedures

870, Public Complaints

First Reading: October 8, 2012

Second Reading: October 22, 2012

Date Approved: October 22, 2012

Electronic Marquee Message Request Procedure

Message Request Forms can be obtained from, and then returned to:

Grafton School District
Attn: District Office Administrative Assistant
1900 Washington Street
Grafton, WI 53024
Fax: 262-376-5599
E-mail: esign@grafton.k12.wi.us

Grafton School District Electronic Marquee Message Request Form

Name of
Organization: _____

Contact Person: _____ Phone Number: _____

Today's Date: _____ Date of Event: _____

Dates Message Will Run: _____ to _____

Desired Message (please print and include punctuation):

This Form May Be Duplicated