

Lexington-Richland Five Flyer Approval Policies

School District Five of Lexington & Richland Counties works with schools, school support groups, school organizations, and community organizations to make information about not-for-profit activities or services and enrichment opportunities available to families — providing their material meets our standards. The district does not distribute fliers directly to students.

The district makes approved electronic fliers available to parents through Peachjar and refers to Peachjar all requests from groups or individuals who would like to make their information about not-for-profit activities or enrichment services available to Lexington-Richland School District Five students. Each school has its own Peachjar site where parents can find and view fliers.

Approved electronic fliers, information or brochures with school and district announcements, newsletters, messages and information about not-for-profit (501c3) organizations' activities or services; school activities or services such as PTA/PTO, School Improvement Council or Booster Club notices; and enrichment opportunities such as after-school or summer activities by schools are delivered to parents by email and posted on the school's Peachjar website.

The district does not approve the distribution of a flier by a "for profit" organization even if that organization is offering something "free" to our students nor does the district approve fundraising only efforts from nonprofit groups.

Generally, flyers will be approved that inform parents about:

- Programs or events;
- Activities that benefit our students; and
- Programs or events that are youth-related or related to youth education

Flyers must:

- Be nondenominational;
- Not promote or discourage a specific religion;
- Not espouse a viewpoint on political candidates or political agenda;
- Only contain school names as part of the location information for events held at school; and
- Not disrupt the educational process, violate the rights of others, include material that is defamatory, invade the privacy of others, infringe on a copyright, or are obscene, vulgar or indecent

What information must be on a flyer?

- The sponsoring organization's full name;
- The sponsoring organization's address;
- The sponsoring organization's email address;
- The sponsoring organization's telephone number; and
- The sponsoring organization's web address

IMPORTANT DISCLAIMER: The following disclaimer **must** appear on each copy of the flyer:

Distribution of this flyer through official district or school channels does not imply endorsement or support from Lexington-Richland Five or any school therein.

Information for Posting A Flyer

Peachjar manages flyer distribution on behalf of School District Five of Lexington and Richland Counties using the latest electronic communication technology.

To post a flyer, organizations just register at www.peachjar.com, select the desired school(s) and upload the flyer. If you would like to send information to Lexington-Richland Five employees, you can select "District Staff" during step 1 of the flyer uploading process and then select "District 5 Employees" during step 2 of the flyer uploading process. The flyer is then automatically submitted to the Communications Office or school for approval. Once approved, the flyer is posted to a school's Peachjar site and the flyer is delivered to all parents' email addresses. Once a flyer is posted to a school's Peachjar site, parents can also view the flyer by clicking on the Peachjar logo on the school's website.

Schools, school support groups, and booster clubs can usually always post and distribute their flyers, newsletters, and important information at no cost.

Community organizations (non-profit) may post a flyer without charge through Peachjar (subject to school/district approval) provided the flyer contains information about a community event that is held without charge to attendees and does not lead to a participation fee or serve as an enticement to buy products or services.

If a flyer describes an activity or event with a fee, both of the following criteria must be met in order for the flyer to be posted at no charge:

1. ***The activity/participation fees must be made payable to the school, school district or the school's authorized parent group.***
2. ***The activity must be conducted by school/district staff, students or parent group volunteers.***

Community organizations and enrichment providers (both for-profit and non-profit) are subject to Peachjar's service fee when they post a flyer to promote/announce an activity/event with a participation fee. This also happens when the flyer describes an event that is held without charge for the purpose of enticing attendees to buy products or services or to participate in a fee-based program or activity. Peachjar charges outside organizations a fee for this service that is typically much less than the cost the organization would pay to make printed copies of the flyer.

Organizations can see pricing and discount information on Peachjar's website or contact Peachjar Customer Service for pricing and discount information at 858-997-2117.

Information for Parents

School District Five of Lexington and Richland Counties uses an electronic flyer distribution program called Peachjar. Peachjar replaces paper flyers. Through Peachjar, each school can send e-flyers to its families, and outside organizations can send approved e-flyers to all families in the district.

for at least one month. Look for the Peachjar link on your school's website.

If you provided your email address to your school on your student's contact information form this year, a Peachjar account has been established for you. You should receive an email from Peachjar with your login information. This is provided so that you can manage your account and flyer delivery preferences. You do not need to log in to receive or view e-flyers.

If you are not receiving emails from Peachjar, there are two possible reasons for this:

- **Your email address is not on file with your school.** Let your school office know to add your email address to the district contact form. You can also visit the FAQs below for other instructions on adding your email address to the Peachjar distribution list or resetting your password.
- **The Peachjar emails are going into your spam folder or you can't see the images in the email.** To prevent the e-flyers from going into your spam folder, add "school@peachjar.com" to your email contacts. When you receive your first e-flyer, be sure to click "always display images."

Peachjar is used exclusively for distribution of school-approved flyers. **Your email address will not be shared or used for any other purpose.**

School Links

[Academy for Success](#)

[Adult Education](#)

[Ballentine Elementary](#)

[Center for Advanced Technical Studies](#)

[Chapin Elementary](#)

[Chapin High](#)

[Chapin Intermediate](#)

[Chapin Middle](#)

[CrossRoads Intermediate](#)

[Dutch Fork Elementary](#)

[Dutch Fork High](#)

[Dutch Fork Middle](#)

[H.E. Corley Elementary](#)

[Harbison West Elementary](#)

[Irmo Elementary](#)

[Irmo High](#)

[Irmo Middle](#)

[Lake Murray Elementary](#)

[Leaphart Elementary](#)

[Nursery Road Elementary](#)

[Oak Pointe Elementary](#)

[River Springs Elementary](#)

[Seven Oaks Elementary](#)

[Spring Hill High](#)