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5 Distribution and Posting of Materials

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7 The distribution of materials from outside the school system uses a considerable amount of
8 valuable educational time. This time is taken away from students, teachers, and the clerical staff.

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10 Community sponsored flyers must follow these guidelines:

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12 A. The flyer or announcement must be for student and family related events only.
13 B. Flyers will be maintained on a weekly basis.
14 C. The information must be non-religious and non-political.
15 D. The information may not include alcohol related logos, promote the use of drugs, alcohol,
16 tobacco, and no alcohol can be served at the event.
17 E. The information or flyer cannot contain disruptive, libelous, or obscene information.
18 F. Only fundraisers for schools or school-support organizations will be approved for
19 electronic posting.
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21 All organizations must have the approval of the Superintendent or designee before materials may
22 be distributed either physically or electronically.

23 For flyers approved for Wednesday envelope distribution, copies must be provided and counted
24 out for individual schools. These copy sets should be given to the Administrative Assistant to the
25 Executive Director at the District Office Building for distribution to schools.
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27 Cross References:

- 28 Policy 3530 Student Fund Raising Activities
29 Policy 3535 Distribution of Fund Drive Literature Through Students
30 Policy 4210 School-Support Organizations
31 Policy 4331 Use of School Property for Posting Notices
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33 Policy History

- 34 Adopted on: July 1, 2000
35 Revised on: May 11, 2015
36 Revised on: October 12, 2020
37 Reviewed on: September 15, 2021
38 Revised on: May 8, 2023
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