

## **Distribution and Display of Community Flyers and Posters**

Non-school related organizations may ask for permission: (1) to display posters in the area reserved for community posters, or (2) to have flyers distributed to students. The posters and/or flyers subject to a request must be student-oriented and have the sponsoring organization's name prominently displayed. Permission will be denied to post or distribute any material that would disrupt the educational process; violate the rights of others, including defamatory; invade the privacy; infringe on a copyright; or be obscene, vulgar or indecent.

No commercial publications shall be posted or distributed unless their purpose is to further a school activity, such as graduation, class pictures, or class rings. No information from candidates or non-students' elective office shall be posted in the school, except on election day or distributed to students.

Once permission is granted, the organization must arrange to have copies delivered to the school according to the District's requests.

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### The District's Request:

Step 1 – A sample of the proposed flyer or hand-out will be presented to the Superintendent for approval.

Step 2 – If approved for electronic distribution, the distribution must be prepared as follows:

1. One (1) legible copy can be submitted for scanning. A digital document may also be submitted.
2. Flyers will be posted to the Electronic Back as soon as possible after they are approved.
3. Flyers that have been approved for distribution to students should be prepared in bundles of 20 and bundles packaged together for each school. The District does not make copies of flyers but will provide the number of students in each grade level.
4. All flyers will be delivered to the District Central Office for distribution to the schools.

The District is not responsible for the timely distribution of information presented within approved flyers. The District is not responsible to collect any information or forms related to registration for any events announced by approved flyers.