

Advertising and Distributing Materials in Schools Provided by Non-School Related Entities

Communication with parents regarding District-related information is vital to the success of our students and is the first communication priority.

However, there are many additional offerings that may enhance a student's education or quality of life. The District will attempt to assist with distributing information by non-school related entities, as able, pending the following guidelines:

- * Entity must be a not-for-profit organization with the program or event focusing on children, including educational, recreational, charitable, or similar activities.
- * The community organization is responsible for printing, copying and distribution of the materials. Due to the misuse of public tax dollars, under no circumstances may the District provide these services, unless approved in public session by the Board of Education. Documents may not, for any reason, be sent electronically.
- * All printed materials to students must be approved by the Director of Marketing and Public Relations. Allow ten (10) business days for approval. Once approved, a District form will be provided to the community organization. Copies of the permission form must accompany the materials. Only one copy of the permission form per school/building is needed. Upon request, a document outlining student counts at each school will be provided with the permission form. A list of school addresses is available on our website: www.psd150.org
- * Copies must be placed in stacks of 25 with one copy of the permission form per school. The community organization is responsible for delivery to each school's main office. School personnel will distribute to teachers or post throughout the building. Under no circumstances is the community organization representative to distribute materials to classrooms or post materials in the school.

Unfortunately, due to school board policy and state regulations for state funded organizations, we cannot use our internal resources for outside organization's use.

For non-student distribution –

Organizations and businesses may snail mail or hand deliver fliers that can be posted in the teacher's lounge at our schools. Under no circumstances may non-District information be placed in teacher mailboxes or sent over email. All copies for the teacher lounge must be made prior to arriving at the school, as school secretaries are not allowed to make copies.

School principals have final say on what information will be posted or placed in the staff break room/lounge. Permission for this type of communication is not needed from District Administration. Principals should discuss this policy and their preference for approval with the school secretary.

Please see District Policy 8:25 for full explanation.

ADOPTED: September 2, 2008