

# Pennsbury School District

## School Board Policy

Effective Date	Supercedes Index No.	Index No.
<b>5/19/11</b>	<b>921.1</b> of 8/27/09	<b>921.1R1</b>

**Title:** Posting and Distribution of Flyers

**Purpose:** The purpose of this policy is to set criteria for the approval of flyers and other materials that may be posted electronically or distributed in limited quantities to students through the schools; and to set guidelines for the distribution of such materials.

**Reference:** Administrative Procedure 921.1 titled *Posting and Distribution of Flyers*

**Background:** The Pennsbury School Board recognizes that distributing materials from non-school related groups to students may from time to time further the educational goals of the School District, or otherwise benefit students.

**Policy:** Resource Conservation

In observance of efforts to reduce paper use as well as to diminish the amount of instructional time impacted by flyer distribution, all flyers for community groups shall be posted electronically on the School District Web site and/or on individual school Web sites. Limited quantities of a flyer in hard copy form shall be made available to schools for families requesting this format.

Criteria for Approval for Distribution

No materials shall be distributed if the Chief Executive Officer or Superintendent, or designee, reasonably believes that distribution will disrupt the operation and discipline of any school(s).

Flyers and other materials will be considered for posting and distribution only if they comply with the following criteria.

1. They are nonpartisan and noncontroversial in nature; and
2. They emanate from non-profit organizations and relate to non-controversial and nonpartisan events which are generally regarded as beneficial to youth and in which a significant number of School District students regularly participate, or are expected to participate; and
3. They satisfy at least one of the following conditions:
  - a. They highlight accomplishments of School District students; or
  - b. They advance district-wide or school-related educational objectives or initiatives.
  - c. They are part of a student project supported by the school in which distribution is to take place.

At the discretion of the administration, the School Board reserves the right to approve a flyer that relates to an event sponsored by a for-profit enterprise if the sponsorship emanates from a firm affiliated with the Pennsbury Partnership Program and that otherwise meets standards established by this policy.

Also at the discretion of the administration, the School Board reserves the right to decline flyers that pertain to activities in competition with programs of the Pennsbury School District or an affiliated group's activities.

#### Posting and Distribution

1. All flyers and other materials must be approved by the Chief Executive Officer or Superintendent, or designee, before they are posted electronically or distributed to schools in limited quantities.
2. Organizations must submit their flyers and other materials to be approved to the Coordinator of Communications at least two weeks prior to desired posting and distribution.
3. If approved, a flyer shall be posted on the School District Web site and/or individual school Web sites. The duration of the posting will be contingent upon the currency of the material. Limited quantities of the flyer in paper copy form may be required for specified schools. It is the responsibility of the community organization to follow through with delivery of pre-counted quantities of paper copies of flyers to specified schools. This information will be provided on a flyer distribution sheet.

4. Principals shall determine how materials from non-school related groups will be distributed within their schools.
5. No more than two flyers per organization or agency shall be approved during one school year.
6. The School District reserves the right to broadcast flyer information on the Pennsbury cable television channel in lieu of posting or distributing flyers.
7. The School District does not guarantee that flyers will reach every student's home.

**Responsible**

**Administrator:** Chief Executive Officer or Superintendent