

ADMINISTRATIVE PROCEDURE

Community Relations

Advertising and Distribution Procedures

School Email and Newsletters

The principal or designee determines which school-sponsored events and information are included. Non-school-sponsored information is not approved for these venues.

School Marquees

K-8th: The principal or designee approves marquee information and only approves school-sponsored events and information and PTO meetings and events.

MHS: The Bertha Frank PAC Marquee is for both school-sponsored events and non-school sponsored community events that are taking place in BFPAC. The main gym marquee is for paid commercial advertisement only, approved by the AD and/or Athletic Boosters.

School-Sponsored Organizations, Programs, and Events:

The principal or designee approves the posting or distribution of school-sponsored information. A stamp may be used to indicate approval. The school office personnel may make copies and coordinate the process.

Posting and Providing Information

Each school has at least one location for the posting of school-sponsored information. Hand-out materials associated with the posting are duplicated by office staff and provided to students who request it in the main office area.

Distribution of Information

The school office staff coordinates the process of duplicating, collating, and delivering the information to teachers to give to the targeted students or families.

Non-School-Sponsored Organizations, Programs, and Events:

After the Assistant Superintendent approves the posting or distribution of materials, the one who made the request must take the materials to each school and present the signed approval form (8:25 E1) as evidence of approval. The school office staff then receives the materials and coordinates the process of either distributing, or posting and providing, the information.

Posting and Providing Information

Each school has at least one location for the posting of non-school-sponsored information that has been approved by the district office. Hand-out materials or flyers will be provided to students who request it in the main office area. The school will not print materials, but the materials may be advertised in the school announcements for pick up.

Broad Distribution of Information

PK-6th: Those requesting distribution of materials must provide all of the copies needed. School personnel will divide and distribute the materials to teachers to give to all targeted students or families according to the approval form.

JH/HS: Non-school sponsored information or materials will not be distributed. Instead, the materials will be posted and provided to students who wish to have the information. (See Posting and Providing procedures above.)

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