

PROCEDURE 923 - DISTRIBUTION OF MATERIALS FOR STUDENTS

I. DEFINITIONS

- A. "Materials" means flyers or other written materials announcing events, services or notices of meetings prepared for distribution to school students either in the form of paper copies or in electronic format.
- B. "Non-school organizations" means private nonprofit organizations that are not school organizations.
- C. "School based organizations" means a school site council, a district wide council, a school parent teacher organization, booster clubs or 279 Foundation.

II. MATERIALS ACCEPTED

Non-School organizations may distribute flyers through the electronic flyer distribution program only in accordance with Policy 923 – Distribution of Materials for Students and these Procedures. For-profit organizations may not use the materials distribution program.

- A. Non-school sponsored flyers and written materials must announce events, services or notices of meetings that are scheduled to occur within the School District boundaries or that are made exclusively available to students in the District and that are:
 - 1. Related to healthy youth development; or
 - 2. Related to youth engagement or education; or
 - 3. Community services available to parents and families; or
 - 4. Special events related to family engagement in school or civic matters; or
 - 5. Public meetings related to family engagement in school or civic matters.
- B. Non-school flyers and written materials must meet the following requirements:
 - 1. Electronic flyers may be one to four 8.5"x11" page(s) and under 6 MB in size.
 - 2. Must contain a disclaimer on the front side of the page in at least ten-point type that contains the following language:

ISD 279 does not sponsor, endorse or recommend the activities announced by this flyer. No school district funds were used to produce or copy this flyer/brochure.
 - 3. Must contain information identifying the sponsoring organization or persons, with enough background and contact information to enable a parent or guardian to evaluate the event or service, including age-appropriateness, of any activity promoted.

III. PROCESS FOR SUBMISSION

Flyers and written materials must be submitted to the Director of Community Engagement for ISD 279 or his or her designee at least five school days prior to the date requested for distribution.

- A. Approval or denial will be communicated within five days of the date submitted for approval.
- B. The sponsoring organization is responsible for supplying approved materials to the designated sites.
 - 1. If a school has determined to distribute flyers electronically, the sponsoring organization must provide the flyer in the electronic format specified by the school.
 - 2. If a school has determined to distribute paper copies of flyers, the sponsoring organization must supply all copies needed.

Procedure Revised: 12/26/19

Procedure Revised: 6/13/17

Policy Revised: 6/7/11

Policy 923 Adopted: 10/16/01

Policy Revised: 2/17/98 (formerly Policy 904.1 – 10/6/98) (formerly Policy 1140)

Policy Revised: 9/17/96

Policy Revised: 6/20/95
Policy Revised: 1/5/88
Policy Adopted: 12/15/81

Legal Reference:

Minn. Stat. S 123B.02M.S. 120B.11

School Board
INDEPENDENT SCHOOL DISTRICT 279
Maple Grove, Minnesota