

PROCEDURES FOR DISTRIBUTION OF MATERIALS

Individuals requesting information to be posted or distributed will be directed to the district homepage>Parents/Students>Community Flyers & Events (found on the left side under “links”)>Shared Documents at the bottom>

- 815 Distribution of Materials – Board Policy
 - 815 Procedures for Distribution of Materials
 - 815 Exhibit A – Request for Permission Form
1. All flyers must have written permission of the District Administrator or his/her designee for distribution.
 2. The party seeking permission to distribute must provide a copy of the item to be distributed along with the completed Request for Permission Form.
 3. Once approved, under Announcements on the district website, approved flyers will be posted for reference for families until one week after the event.
 4. Per the policy, we will do a monthly distribution of paper copies. Request shall be submitted no later than two weeks prior to the last Friday of each month.
 5. Failure to meet any of the specific requirements may result in the non-school materials not being distributed through the schools.

Approved: June 11, 2012