



## **GUIDELINES AND PROCEDURES FOR DISTRIBUTION OF MATERIALS AND INFORMATION TO DISTRICT STAFF, STUDENTS AND FAMILIES**

(SEE BOARD POLICY 904)

The following guidelines are an extension and interpretation of ISD 719 School Board Policy 904 and pertain to all information attempting to be distributed to ISD 719 students, staff or families or displayed on ISD 719 property. These guidelines and procedures pertain to all electronic, written and verbal channels of communication.

The following will not be approved for distribution/communications through the schools:

- Services or programs offered by for-profit businesses/organizations.
- Services or programs that directly compete with and/or duplicate ISD 719 district offerings.
- Political endorsements or related publications.
- Non-school or non-district organizations where 75% of potential participants do not reside within the boundaries of the district.

The following will be considered for approval for distribution through school channels:

- ISD 719 programs, activities, and events that are being promoted as an extension of an ISD 719 program, such as Student Council, PTC, or Community Education.
- Programs/Events offered in partnership with ISD 719 programs, as defined in Policy 904.
- Youth activities and events sponsored by volunteer lead organizations eligible for District 719 facility use Priority 1 or Priority 2 status (Policy 902).

The Community Education Director or designated representative is assigned the approval authority regarding the distribution of materials and information to district staff, students and families, per Policy 904. Community Education staff will send weekly emails to school secretaries with a listing of flyers/publications that have been approved for electronic distribution in a given week.

Electronic message board requests must be submitted in writing via the Electronic Message Board Request Form. The potential volume of requests, limitations of technology, and commitment of staff time, require that content be restricted.

Information must be submitted a minimum of 2 weeks prior to the target distribution date. The number of electronic flyers distributed each week is limited. The approvals will be made in the order received and based on the weekly distribution limits.

In addition to the above requirements, upon approval for distribution, the following criteria must be met:

- Flyers/Materials (distributed electronically)
  - o Acknowledgement of the organization paying for the printed materials must be listed on each flyer or materials in the form of a statement reading "Flyers or materials were prepared and paid for by..."
  - o When applicable the facility use application and proof of insurance must be approved prior to materials distribution.

- Electronic messages board request- Twin Oaks Middle School
  - o Messages typically will be updated on a weekly basis.
  - o Events may only be posted a maximum of 2 weeks prior to the event date.
  - o No more than 6 messages will be scrolling at one time

For all communication channels being used by non-district organizations, the cost of providing information identified as public information statute will be charged to the organization requesting the information; e.g insurance agents, businesses, etc.

Approval for distribution of information to students, staff, or families by non-district organizations shall be limited to quarterly requests, or a maximum of 6 electronic flyer/materials distribution/announcements per fiscal year (July-June).

Building administrators will be responsible for the approval of content for their building/program newsletters and electronic communications to students and families based on these guidelines and Policy 904.