

DISTRIBUTION OF FLYERS, POSTERS, BROCHURES, AND
OTHER NON-SCHOOL MATERIALS

The Evansville Community School District offers organizations the opportunity to provide students and parents/guardians information about activities that fit with the District's mission, vision, and beliefs. Information regarding community activities/programs that are for public school-age students will be posted to the District website and/or school buildings if:

1. Requests for the distribution of non-school-sponsored materials are submitted to the District Administrator or Building Principal who shall determine if the information should be distributed.
2. The person requesting to post the information on the District website must follow the procedure below.
3. The flyer, poster, brochure, or other non-school materials does not interfere with classroom instruction; and,
4. Organizations include one (1) of the following three (3) disclaimers on all printed materials:

Disclaimer #1 – this is not a school-sponsored activity and the Evansville Community School District (ECSD) does not provide support or endorsement of this program/activity. It has neither reviewed nor approved the program, personnel, or activities announced in this flyer/poster/brochure. Permission to distribute this material must not be considered a recommendation or endorsement by the District.

Disclaimer #2 – This activity is organized and solely sponsored by a recognized parent or community organization in support of the Evansville Community School District (ECSD) and not by the District itself. It is recognized that the intent of the activity is to ultimately support students and families served by the ECSD. Permission to distribute has been given by the District.

Disclaimer #3 – This activity is organized by an Evansville High School (EHS) 12th grader as part of his/her Senior Graduation Project. This project has been approved by an EHS advisor. Permission to distribute has been given by the District.

Procedure

Information from outside organizations may be distributed to school buildings, to be disseminated in a designated area. The information may also be posted on the District website, only after approval from the District Administrator or Building Principal. The following procedures shall be used:

1. Materials must be sponsored by an organization that is non-commercial, non-sectarian, and non-political.
2. Materials must be age appropriate and not conflict with the instructional day.

3. Materials must be submitted to the District Administrator or Building Principal in one (1) of two (2) ways for approval:
 - a. Hard copy (must be clear so it can be scanned).
 - b. Electronically via email to the District Administrator or Building Principal.
4. The School Office will keep a copy on file and inform the requesting organization of such approval.
5. Electronic distribution: The materials will be posted on the District website.
6. Print distribution: the materials will be posted in a designated area near the school office.
7. District staff shall not distribute non-school materials without the completed approval/notification process.
8. All submissions must include the following:
 - a. Copy of material (hardcopy or electronic).
 - b. Contact Information:
 - i. Organization's name.
 - ii. Contact person.
 - iii. Contact phone.
 - iv. Contact email.
 - c. Date material should start appearing on our website.
 - d. Date material should stop appearing on our website.
 - e. The posting period should not exceed one (1) month.
 - f. Approved submissions must be received no later than the 10th or 25th of each month.
9. Materials will be posted electronically two (2) times per month, the 15th and last day of the month.

Local Ref.: Policy #851 – Advertising in the Schools