

ALHAMBRA ELEMENTARY SCHOOL DISTRICT FLYER DISTRIBUTION POLICY

Non-school promotional literature is that material not under the control of the school which is on or in a variety of mediums. Without exhaustion this may include but is not limited to pictures, flyers, items with a visual or printed message, electronic representations, and other visual and auditory representations.

Non-school promotional literature soliciting for or promoting participation in commercial offerings, politics or religion will not be allowed on school property during school sessions. Excepted from the category of commercial offerings are approved equipment, naming conventions and legal advertisement that provide financial benefit to the educational program as determined by the Board.

Nonprofit organizations providing instruction and practice for school age students in the areas of instruction listed below shall be permitted limited display or posting of promotional literature for those activities at an individual school site within the guidelines indicated. Authorization shall be premised upon a written assurance and confirming literature received by the distributing/posting school that the organization will:

- Agree that any charges for the instruction/activities will be based on and not exceed the cost of providing the instruction/activities;
- Not use fighting words, obscenities, defamatory speech or encourage disruption of the educational environment;
- Not provide representations or visuals that are inappropriate as described in The Children's Internet Protection Act;
- Label all material with the name of the organization;
- Display the name, address, and telephone number of the local representative for the organization prominently on the promotional materials; and
- Have an authorized representative of the organization sign the written assurances.

The promotional literature shall be provided to the school office at the same time as the assurance form to evidence compliance.

Areas of instruction and practice for which promotional literature is permitted to be displayed.

- Language arts
- Literature
- Mathematics

- Science
- Social Studies
- Music
- Visual Arts
- Health
- Physical Education
- Foreign or Native American Language (includes modern and classical)
- Career and Technical (vocational) Education

Manner of displaying/posting or stacking.

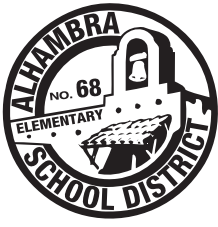
The manner of communication elected by each school shall be either:

- display of a representative item (posting on a bulletin board like structure); or
- stacking flyers or representative materials

located in an area on the school campus accessible to students. Displaying/posting or stacking will be on a space-available basis.

From a list of signed and dated assurance forms maintained in the school office, the school administrator shall determine the items to be granted permission for posting/displaying or stacking during a prescribed time period, limited to the available space designated for such purposes.

Materials permitted for displaying/posting or stacking must be delivered to the approving school office by a person properly authorized to represent the entity providing the materials.



ALHAMBRA ELEMENTARY SCHOOL DISTRICT
FLYER DISTRIBUTION APPROVAL FORM

**DISTRIBUTION/POSTING OF
PROMOTIONAL MATERIALS**

REQUEST TO DISPLAY/POST OR STACK MATERIALS

Date _____, 20 ____

Name of organization/group/flyer to be displayed

We wish to display/post or stack promotional materials on the following dates:

Month	Dates(s)	Year

There (will) (will not) be a charge for the instruction/activity.

The person who may be contacted, if necessary, about the content of this literature, by the school, parent, or other recipient of information is:

Name _____

Address _____

_____ Zip Code

Phone: _____ Fax: _____

I/We hereby assure the school that the organization will:

- Agree that any charges for the instruction/activities will be based on and not exceed the cost of providing the instruction/activities;
- Not use fighting words, obscenities, defamatory speech or encourage disruption of the educational environment;
- Not provide representations or visuals that are inappropriate as described in The Children’s Internet Protection Act;

- Label all material with the name of the sponsoring organization;
- Prominently provide the name, address, and telephone number of the local representative for the organization on the promotional material;
- Have an authorized representative of the organization sign the written assurances.

The promotional material and assurance form affirming compliance shall be provided to the school office at the same time.

This request must be submitted to the school office at least two (2) weeks prior to the requested date(s).

Signatures and titles of organization representatives

FOR SCHOOL USE ONLY

D.O. Representative: _____

Date: _____ Principal _____

Action

_____ Denied or requested alteration for the following reason(s):

_____ Approved