

## ADMINISTRATIVE GUIDELINES FOR FLYER DISTRIBUTION

The Xenia Community Schools Board of Education (the "District") has a substantial interest in promoting an educational atmosphere in its schools and among its students. The District also has a substantial interest in preventing the commercial exploitation of its students via advertising and promotions unrelated to the District, its affiliates, or its legitimate educational concerns.

The District limits the distribution of flyers to its students to those organizations whose activities are reasonably related to the District's legitimate pedagogical concerns. Specifically, the District will only permit the distribution of flyers from the District itself, its affiliates, or those entities under contract with the District, and any other philanthropic or non-profit agencies whose activities are reasonably related to the District's educational mission. All flyer requests by entities outside of the District must abide by the Flyer Approval Procedures. The District will not allow the distribution of flyers for wholly commercial purposes or purposes unrelated to the District's educational mission.

Additionally, the District shall refuse distribution of any flyer which may, by such distribution, (1) be reasonably expected to promote a riot, mob action or violence of any kind, (2) promote the consumption of alcoholic beverages or the use of illegal drugs and/or narcotics, (3) disrupt the daily operations of the District or its instructional program, or (4) promote a religious activity that would favor one particular denomination over another, or favor all religious over non-religious practices.

### **The District maintains a method of flyer distribution:**

1.) A flyer created from within the District for a District approved activity, with the purpose to be distributed to a large body of students (i.e. sent home with students), must follow the Flyer Approval Procedures. A flyer created by a staff member for distribution to a large body of students (i.e. more than three classrooms and/or the entire school building) must go through the Flyer Approval Process. If a flyer created from within the District is approved, the flyer will be copied at the expense of the staff member and/or school building creating the flyer, and that staff member and/or school building is responsible for handling the distribution of the flyer, which includes how flyers are to be counted out and bundled for easier distribution.

2.) A flyer created by an entity outside of the District must follow the Flyer Approval Procedures. Flyers from outside entities will not be distributed to a large body of students (i.e. sent home with students) but will be made available to students in a common areas (i.e. a flyer display in the school office, school hallway, cafeteria, and/or library.) The entity can use its discretion to determine the amount of copies to provide or they may ask the District for guidance. A building Principal may decide to announce the flyer or the flyer's program over the announcements, but is not required to do so.

3.) A flyer created from within the District for a District approved activity, by a staff member, or created by an entity outside of the District, may choose to go through the Flyer Approval Procedure **for posting online only**. If approved, the flyer will be posted on the “Flyers” page of the website, which can be reached from the Parents and News sections. By posting this information on the District’s website, entities will have the opportunity to reach families of elementary, middle, and high school students without the expense of printing. Principals and teachers will regularly include information about the district’s website in their regular communication to families.

## **FLYER APPROVAL PROCEDURES**

District, staff, affiliates, or those entities under contract with the District, and any other philanthropic or non-profit agencies whose activities are reasonably related to the District’s educational mission, wishing to distribute flyers to District students shall submit a completed application form with a copy of the proposed flyer to the District’s Communications Department. Such requests shall be submitted at least 15 working days prior to the event listed on the flyer. The Coordinator of Communications or designee(s) will review the application and proposed flyer within 5 days of its receipt and evaluate whether to distribute the flyer in accordance with the District’s guidelines herein. If the Coordinator of Communications or designee(s) finds that the flyer is not eligible for distribution pursuant to Administrative Guidelines for Flyer Distribution, the District shall notify the applicant that it will not distribute the proposed flyer. The entity proposing the flyer has the right to appeal the decision. To appeal, the entity must notify the District of its intent within five days of receiving notice from the District that the flyer will not be distributed. Upon notification of appeal, the District Superintendent or a designee(s), other than any individual(s) who participated in the initial decision, shall review the distribution request within five days of receipt of the notice of appeal. The decision of the District Superintendent or designee(s) on appeal shall be final.

## **FACILITIES USE AGREEMENT**

In conjunction with the Flyer Approval Procedures, if the event advertised on the flyer is to be held on school grounds, the staff member, school building representative, organization leader, and/or outside entity must go through the Facilities Use Agreement Process by completing the Rental Use Agreement and the request must be approved by the District’s Business Office *prior* to the distribution of the flyer.