

DISTRIBUTION OF APPROVED MATERIALS

Regulations for Submission of Fliers to the Superintendent for Sending Home, Posting, and/or Making Available to Students

1. Group 1 and Group 2 users designated under the District's "Use of School District Facilities" regulation may submit fliers to the Superintendent's (or designee's) office for his/her approval regarding sending home with students, posting, and/or making available to students. Such groups may submit one complete, sample flier for the Superintendent's review, or may submit a sufficient quantity of fliers in the format designated below.
2. All fliers approved by the Superintendent for distribution, announcement, and/or posting will be distributed by the Superintendent's office. It is the responsibility of the User Group to supply the Superintendent's office with an adequate supply of the approved fliers, counted and bundled in groups of 30, on or before 4:00 p.m. on the Monday prior to the desired Wednesday distribution date. The District will not be responsible for copying additional fliers if insufficient quantities are supplied by the User Group.

For the 2000-2001 school year, required quantities are as follows:

| | | | |
|--------------------|------------|---------------------|------------|
| Senior High | 10 bundles | East Elementary | 24 bundles |
| Freshman | 4 bundles | North Elementary | 25 bundles |
| Middle | 10 bundles | South Elementary | 27 bundles |
| Intermediate | 56 bundles | West Elementary | 31 bundles |
| Central Elementary | 30 bundles | Kindergarten Center | 32 bundles |

(These quantities will be updated annually by the Superintendent's office.)

3. In general, approved fliers will be posted in announced, designated locations in buildings housing grades 7-12, and will be sent home with students in grades K-6 on Wednesday of each week, as determined by the Superintendent.
4. The Superintendent retains the authority to determine if material is inconsistent with legitimate pedagogical concerns, Board policy, or the mission of the Fairfield City School District.