

ADVERTISING AND PROMOTION

District Distribution of Notices

Monrovia Unified School District offers a limited open forum for the distribution of materials in school communication folders, or flyers sent home with students.

Communication folders and written materials sent home with students are designed to foster regular communication between the schools and their families. Student work, teacher notes, school news, district information, PTA announcements, and Schools Foundation notices are the basic content of the folders. When space and feasibility permit, distribution of materials may also be available for use by non-profit, community based organizations under the following conditions:

1. Announcements and fliers must pertain to activities and/or special opportunities specifically for students and deemed to be of educational, social or recreational value.
2. All requests to include an item in the folders must be approved by the Superintendent or designee; (Suggestion: obtain approval before printing the announcements.)
3. All materials must be provided in Spanish as well as English. (It is suggested that flyers be in English on one side and Spanish on the reverse.)
4. Typically, no more than two community announcements will be approved for distribution per week;
5. Approved communications must be packaged in bundles of 20 and/or 35 (refer to the distribution schedule for specific requirements per school) and must be delivered to each school site no later than noon on the Monday preceding the designated Wednesday delivery date. A copy of the flyer bearing the approval notation must accompany deliveries to the sites.

Announcements and fliers for the following will not be approved:

- Announcements of programs for adults.
- Educational programs that the MUSD Curriculum & Instruction administrator has not approved as being aligned with district curriculum and state standards.
- Tutorial programs that are not aligned with district curriculum and state standards.
- Any "for profit" activities or programs.
- Fundraising or other events privately sponsored, even if indirectly supported by or benefiting a non-profit organization.

Adopted: October 24, 2007