

Use of School Property for Posting and Distributing Notices

**Coeur d’Alene School District 271
Brochure & Flyer Distribution Guidelines**

Community members who are interested in distributing information within our schools should read and understand the following guidelines and distribution process.

Organizations may submit their e-flyers through PeachJar. Each submission/request will be evaluated using criteria listed below. If approved, the flyer will be emailed to all parents/guardians of current students at the schools selected. Information is also posted to the PeachJar site for each of those schools. PeachJar charges a fee to distribute flyers in this manner. Electronic distribution saves time for staff and is less expensive to the requesting organization (paper and copy expenses).

The school district will consider requests for distribution of information from organizations that fulfill the following requirements:

- A. Organizations whose programs are complimentary to school programs – extend/enhance school programs
- B. Organizations that promote educational programs that benefit the community.

The District is not able to consider requests for distribution of information through the schools from any of the following:

- A. Organizations conducting fund drives for any purpose
- B. Advocacy organizations promoting (or opposing) programs that are political or could be perceived as controversial
- C. Materials and/or announcements promoting religion may not be distributed by non-students or on behalf of groups or individuals who are not students.

The specific material to be distributed must be of a highly professional quality in content and format.

The District will evaluate each request on its own merit and will be the sole judge of the request fulfillment. Materials that may be perceived as controversial will require approval by the Superintendent or designee. (School District student organizations are not necessarily subject to these requirements).

Requests to display a poster at a school or schools may be submitted directly to the Clerk of the Board at the District administration office and are not necessarily required to utilize PeachJar.

Policy History

Adopted on: 6/1/15

Revised on: 7/1/19