

Materials Distribution Guidelines

The district recognizes that the community provides many worthwhile programs and activities for youth. In order to provide families with access to information about these programs and activities, the district agrees to distribute materials from nonschool organizations under the following conditions:

1. The program or activity is designed to serve school aged children.
2. The sponsoring agency should be clearly identified. In general, it is preferred that agencies have nonprofit status and provide financial assistance and/or scholarships to qualifying students. Programs and activities sponsored by individuals or groups that are not nonprofit will be considered on a case-by-case basis, and may be asked to provide additional information and documentation about their offerings.
3. Each agency must submit the following information to the district on an annual basis prior to any materials being approved for distribution. These materials will be filed at the district office after they are reviewed and approved, and must be updated annually in July of each year.
 - a. Proof of nonprofit status;
 - b. Description of financial assistance program and criteria to be used to determine if students qualify for assistance;
 - c. Hiring and screening procedures for staff that will be working with students;
 - d. Contact information for the program administration including names, addresses, telephone numbers, and e-mail addresses.
4. Once all items outlined in 3. above have been submitted and approved, materials can be submitted to the district office for approval. Materials should be submitted at least two weeks prior to the planned distribution date.
5. All materials to be distributed must include the following disclaimer in 12-point, bold faced type:

This flyer is distributed to Ashland School District students as a courtesy to parents per board policy. Ashland School District does not endorse or sponsor community activities including any described in this flyer. If you have questions regarding this policy, please contact your child's Principal.
6. Once materials have been approved for distribution, it is the responsibility of the program sponsor to provide the appropriate number of copies for each classroom that will be distributing the materials. Information about each school, the number of classrooms and the number of students in each classroom is available at the reception desk in the district office, and can be obtained after the materials have been approved for distribution.

7. The director of student services will be responsible for the administration of the materials distribution policy. The director will seek a community volunteer to assist in the collection of information outlined in 3. above and in the approval of materials to be distributed. The director will have the responsibility for final approval and disapproval of all materials submitted for distribution.
8. The director of student services will prepare a report, to be submitted to the Board, outlining the administration of the policy, including any problems or concerns that have occurred during the year.