



1060 A

Carry-home Flyer Distribution Program

Regulation 1060 A

Original Adoption: 04/25/1967 (as regulation 5542A)

Effective Date: 09/30/2009

Revision Dates: 08/28/1973, 10/23/1974, 12/17/1974, 09/12/1977, 11/22/1978, 06/12/1984, 03/20/1990, 02/27/1994, 09/29/2009

Review Dates: 04/17/2013

I. PURPOSE

The purpose of this regulation is to establish the rules and procedures to be followed for the distribution of information from non-school organizations to students and families through the carry-home flyer distribution program.

II. GENERAL STATEMENT OF REGULATION

- A. The carry-home flyer distribution program is at best an adjunct function of the District, and at no time may it materially interfere with the primary purpose of the District to provide an excellent education for its students. Use of District resources cannot be more than a minimal and incidental burden on District resources.
- B. A non-school community organization that is approved as a Category I Community Partner, as defined by the board, may use the carry-home flyer distribution program.
- C. Flyers or written material initiated by a Category I Community Partner must have written approval by the Superintendent or designee prior to distribution.
- D. No more than one copy of an approved Category I Community Partner flyer shall be allowed for each student in any school where the flyer is to be distributed.

III. FLYER REQUIREMENTS

- A. Flyers must announce events, services or notices of meetings that are:
 1. related to healthy youth development; or
 2. related to youth engagement or education; or
 3. community services available to parents and families;
 4. special events related to family engagement in school or civic matters;
 5. public meetings related to family engagement in school or civic matters.
- B. Flyers may not be more than one page, double sided printed.
- C. All flyers for activities, events, services or notices that are not co-sponsored by the District must contain a disclaimer on the front side of the page in at least ten-point type that contains the following language:

“The Minneapolis Public Schools is legally unable to and cannot sponsor, endorse or recommend the activities announced by this flyer”



- D. Flyers must contain information identifying who the sponsoring person(s) or organization(s) is or are (web address when available) with enough background information to enable a parent or guardian to make a meaningful selection, including age-appropriateness, of the activity promoted.
- E. Flyers may not announce an activity or service for which there is a proprietary interest or financial gain to the sponsor.
- F. If the flyer advertises an event or activity for which there is a charge, the flyers must state that no person will be refused because of inability to pay.
- G. The information items contained in the flyer must also be appropriate for the education setting and for distribution via the carry-home program.

IV. REVIEW AND APPROVAL PROCESS

- A. A proposed flyer must be submitted two weeks before the requested distribution date to the Superintendent or Superintendent's designee.
- B. The District cannot guarantee distribution on a specific date.
- C. District staff will determine the current validity of the applicant's community partner status. Applicants must be currently certified in order to be eligible to use the program.
- D. The Superintendent or designee will screen the submission and determine whether or not the flyer complies with the requirements of this Regulation and Policy 1060.
- E. The District will deny approval to flyers or written materials which:
 - 1. are likely to cause disruption to the school;
 - 2. interfere with the school district's educational objectives or are obscene or libelous;
 - 3. are contrary to the curriculum adopted by the District;
 - 4. advertise a product or service not permitted to minors by law;
 - 5. campaign for or against an election candidate, or promote or oppose a ballot measure;
 - 6. promote or are hostile to any religion, however, informational material of activities sponsored by a religious organization will not be denied so long as the material complies with other provisions of this regulation;
 - 7. advertise fund raising or contests for non-school organizations;
 - 8. advertise or solicit volunteers, study subjects, internships, or employment opportunities;



9. discriminate against any person based on race, religion, national origin, gender, affectional preference, sexual orientation, gender identification, age, home language, ethnicity, marital or familial status, disability or public assistance status;
 10. advertise activities or services to students that occur during the regularly scheduled school day;
 11. advocate violence or other illegal activities; or
 12. advocate the commission of unlawful acts or the violation of school regulations.
- F. After screening a flyer, the Superintendent or designee will attach a form that indicates approval or disapproval, and return it to the sponsoring individual or organization.

V. DISTRIBUTION OF FLYERS

- A. The community partner proposing the flyer will have the responsibility for the delivery of the flyers to the schools.
- B. The flyers will be delivered in bundles of no less than 30 (thirty) per classroom to each school.
- C. A copy of the approval memo must accompany flyers to be distributed.
- D. The Principal, or principal's designee, shall determine, in their sole discretion, when flyers are to be distributed.

VI. PARTICIPATION IN THE FLYER DISTRIBUTION PROGRAM

- A. Principals or Site Administrators may choose for their school or site not to participate in the flyer distribution program on an annual basis.
- B. Principals or Site Administrators may choose to accept only those flyers associated with programs and activities occurring at their own school or site.
- C. Principals or Site Administrators may not distribute flyers of community partners or other non-school organizations unless approved according to this procedure.

Legal References:

Minn. Stat. §123B.02 (General Powers of Independent School Districts)

Minn. Stat. §128D.02 ([Special School District No. 1] Board of Education like Independent District's)

Cross References:



MPS Policy 1060 (Flyer Distribution)
MPS Policy 1100 (Advertising in the Schools)
MPS Policy 1301 (Community Partners)
MPS Policy 1580 (Soliciting, Peddling and Canvassing on School Grounds)