

900.13R2 DISTRIBUTION OF MATERIALS –ADMINISTRATIVE REGULATIONS

VIRTUAL BACKPACK

1. All flyers will be distributed to students using Virtual Backpack. Only students who do not have a computer and/or internet access will be provided access to paper copies.
2. Non-school sponsored information will only be distributed from non-profit organizations. Distribution of materials for commercial organizations will not be permitted. Organizations may be asked to present proof of non-profit status. For the material to receive consideration for approval, the request must come from:
 - a. A school-sponsored or school-supporting group or organization, whose goal and mission is the direct support or enhancement of the Muscatine Community School District and/or its programs such as PTO's, booster clubs, auxiliary clubs and foundation organizations; or
 - b. Other state actors or governmental entities such as municipalities, counties, state agencies, regent's institutions, schools districts, and the like.
3. All activities or information must be appropriate for students. Activities should relate to school function, event, or purpose or relate to an agency that offers widely appealing recreational and or educational program options for students.
4. Flyer distribution requests should be submitted at least 10 days prior to the desired distribution date. **A Copy of the exact material must be emailed to tony.loconsole@mcsdonline.org.**
5. Suitability and approval are at the discretion of the Superintendent or Designee. Materials are posted for informational purposes only. This does not imply Muscatine Community School District's endorsement of them.
6. The Muscatine Community School District reserves the right to further limit the number of requests for posting, permit exceptions to the criteria noted above, deny posting rights to individuals or organizations which have demonstrated irresponsibility and permit limited paper copy distribution to students.
7. If a person or organization is dissatisfied with the decision to not distribute their information, the person or organization may submit a written request for appeal to the Superintendent.
8. The person or organization submitting the request shall have the right to appear and present the reasons, supported by relevant witnesses and material, as to why

MUSCATINE COMMUNITY SCHOOL DISTRICT BOARD POLICY

distribution of the written material is appropriate.

9. Permission to distribute material does not imply approval of its contents by the school district, the Board of Education, the administration or the individual reviewing the material submitted.

Contact Information

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