



Guidelines for Promotional Materials Distribution and Posting at Schools

[Reference: TVUSD Governing Board Policy KHC, K-2331, KHC-E]

Non-school promotional material is defined by policy as that material not under the control of the school which may be in a variety of mediums, including, but not limited to: flyers, posters, signs, banners, pictures, items with a visual or printed message, electronic representations, and other visual and auditory representations.

Nonprofit organizations providing activities and instruction for school age students shall be permitted limited display or posting of promotional material within the guidelines indicated.

Flyers

No flyers or promotional materials will be distributed through backpacks, with students, **or electronically*** with the exception of that which is related to school-sponsored activities and district community programs. ***An exception is being made during the COVID-19 physical school closures to allow electronic posting of community partner materials through the TVUSD Event Share information platforms.**

Flyers/promotional materials with the required permission and disclaimer may be stacked in a designated location, space permitting within the following specifications:

- Request Form KHC-E and requested material(s) for posting must be received 2 weeks in advance of the requested posting period
- District-provided disclaimers must appear on materials – in a legible size and visible location, at the discretion of the requester
- 100 copies maximum may be placed
- Materials may be displayed for the period of one (1) month, or for five (5) days after activity begins, whichever is earlier

Requests from non-profit organizations to stack or display materials may be made to the individual school office manager or principal. For district-wide distribution, requests may be made through the district office.

Signs and Banners

No signs or banners may be posted or hung on school property, including fences, bus loops and parent drop-off/pick-up areas without the permission of the school or district office.

No commercial signs or banners are permitted. Non-profits and/or youth leagues must request permission before displaying a sign or banner on school property.

Any unapproved materials will be removed without notice!