

<b>NORTH PROVIDENCE PUBLIC SCHOOLS DISTRIBUTION OF COMMUNITY FLIERS</b>	<b>Approved: 8/24/2016 Reviewed: 8/12/2025</b>

### **Policy**

North Providence School Department supports the role nonprofit outside organizations contribute to the educational and enriching activities available to district students and their families. This policy is intended to set clear guidelines for the distribution of fliers and conserve the amount of time and resources for both the outside organization and the school department.

### **Procedure**

- School sponsored organizations (PTO, PTA, Parent Engagement Committees, clubs, boosters, school sponsored sporting events etc.), must receive approval to distribute flyers and notifications from the school principal prior to distribution.
- External organizations (organizations that are not sponsored by the school district) must receive approval from the Superintendent of Schools to distribute fliers. Fliers considered for approval are:
  - Programs and events that are held within the Town of North Providence
  - Events having a social, recreational or educational value to students
  - Organizations that are not for profit
  - When use of property has been approved by the School Committee, if applicable
  - Words, images or logos appropriate for school age students as determined by the Superintendent of Schools
  - Compliant with the district's Health & Wellness Policy, if applicable
- Flier Distribution Request must be made by sending an electronic copy of the flier to the Superintendent's secretary for approval. Once the flier is approved by the Superintendent, it will be sent to the designated school(s) for distribution and/or distributed electronically by the district to the appropriate parties. School Principals are required to maintain a current listserve.

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