

Provo City School District
Policy Series 3000: Students



Policy No. 3605

Distribution of Materials

Organizations wishing to distribute flyers, bulletins, or other materials district-wide or to more than one school building must complete the district's **Request to Distribute** materials process.

The distribution of materials to families and staff in the Provo City School District will be limited to non-profit organizations, colleges/universities, and others that support the district's educational mission.

The distribution of materials district-wide is to meet the following general categories:

- a. Information about the schools and district policies;
- b. Opportunities to enroll in non-profit programs that enrich student lives;
- c. Descriptions of government or non-profit services to students and families;
- d. Information from colleges and universities; and/or
- e. Information that supports student educational growth and well-being

The distribution of materials may not violate the Family Educational Rights and Privacy Act or the Utah Family Educational Rights and Privacy Act. With the exception of authorized school fund raisers and information from the Provo City School District Foundation, PTA, PTO, no materials that solicit money or promote commercial activities may be distributed. In addition, no materials advocating a position on political or community issues may be distributed unless approved by the superintendent or his/her designee.

School principals have the authority to approve or deny materials from community groups and organizations for distribution within their own buildings. The principal will need to ensure that the district's **Request to Distribute** process is followed at the building level.

Legal References:

20 U.S.C. 1232g
Utah Code 53E-9

Synopsis:

Family Rights and Privacy Act (FERPA)
Student privacy and Data Protection

Approved by Board of Education: January 9, 2018