



ROXBURY VIRTUAL BACKPACK SUBMISSIONS & FLYER DISTRIBUTION PROCESS



During the 2012/2013 school year, the Roxbury Township Public Schools began posting community flyers on the **RSD Virtual Backpack** rather than sending home this information in hard copy format or as Honeywell Alerts.

Community organizations that want to post their information here can email a version of the flyer to goodnews@roxbury.org along with submitting the Flyer Distribution Request form online.

Flyers must be from non-profit organizations and have approval from the Assistant Superintendent to be posted on the RSD Community Bulletin Board.

Roxbury Township Public Schools recognizes the important role that non-profit organizations play in providing educational and cultural programs for district students in non-school hours. To facilitate that communication while at the same time conserving resources, the Roxbury Community Bulletin Board portion of the district website allows outside organizations to post announcements while providing a limited quantity of paper copies to district schools. In addition to posting the announcement, notification of the announcement will be given to chosen schools for inclusion in parent communications such as newsletters and emails.

To see if your organization qualifies to post materials to our website, please review the approval process information below and then complete the **Flyer Distribution Request Online Request**.

Approval Process

Organization must:

- qualify as non-profit, charitable, or civic organization, and
- submit materials and receive approval from the district, and
- **include the following disclaimer on the materials:**

The Roxbury Township School District does not sponsor, endorse, or recommend any of the organizations, services, or activities described in these materials. In consideration for the privilege to distribute these materials, Roxbury Township School District shall be held harmless from any causes of action filed in any court or administrative tribunal arising out of the distribution of these materials, including all costs, attorney's fees, judgments, or awards.

The district cannot approve the distribution of any material that:

- Contains words, images, or symbols that are lewd, obscene, vulgar or sexual in nature;
- Advocates for a specific political issue or viewpoint;
- Contains language that is proselytizing in nature;
- Substantially disrupts, or may reasonably be forecast to substantially disrupt or materially interfere with, the educational process or School district activities;
- Undermines the School District's curriculum;
- Advocates or promotes the violation of existing laws, regulations, or ordinances, or official School District policies, rules and regulations, or poses a substantial risk of causing a violation of the same through the flyer's distribution;
- Places the School District in a non-neutral position with respect to a matter of controversy in relation to which the School District wishes to remain neutral;
- Contains commercial taglines, logos, advertisements or other promotional material of for-profit entities and commercial activities except for a limited placement of logo(s) of event or program sponsor(s); or;
- Does not prominently display on the first page the disclaimer set out above.

Printed Copies

Schools may accept a limited quantity of paper copies of the announcement or flyer to make available at the school itself, usually in or near the school office. Each school has designated the number of paper copies to deliver to their school office. It is the responsibility of the non-profit to get the copies to the school.

Posters

Some organizations simply want a poster to be hung on a community bulletin board at school, which is often available at high schools. Posters to be hung in schools are handled at the school itself. Posters must meet the same criteria as flyers to be eligible for school/community bulletin boards. Poster requests are handled by the school principal.

Materials for Teachers and Staff

The district does not approve promotional materials targeted at teachers. It is up to the school principal or administrator to allow distribution of flyers to teachers or in school staff lounges.