

Rolla Public Schools Flyer Distribution Approval Guidelines for Community Groups and Outside Agencies

Thank you for your interest in applying for flyer distribution within Rolla Public Schools (RPS). RPS allows for electronic distribution/posting of flyers on behalf of organizations as a courtesy to the community and is committed to supporting programs and activities that are directly related to the enrichment, curriculum or co-curricular programs of the students we serve. RPS will share information about these programs and activities through flyers and informational announcements uploaded and approved through the Peachjar platform.

RPS reserves the right to deny requests to distribute information if determined to be inappropriate or to be inconsistent with the educational objectives of the district or with the guidelines set forth in district guidelines.

Please read these guidelines carefully, as extensions and errors in your submitted information will delay review.

Minimum Requirement:

RPS will only consider/authorize flyers to post that include the following information otherwise it will be sent back to applicant and denied via the Peachjar system:

1. Name, date, location (include address) of activity or event
2. Contact information, including email address, phone number/website link, etc.
3. How long will the activity or event last (give clear details for families to make decisions)

Distribution is prohibited for materials that...

1. are grossly prejudicial to an ethnic, religious, racial, or other delineated group.
2. libel any specific person or persons
3. advocate or advertise the use of availability of any substance or material which could constitute a direct and substantial danger to the health of students
4. are obscene or contain obscenity or material otherwise deemed to be harmful to the students who may receive them
5. incite, urge, or advocate violence, the use of force, or violation of law or school regulations; or
6. contain any material or treat any subject which is not appropriate for the school in which they are to be distributed.
7. directs business to or results in commercial gain for one specific for-profit business

The following Disclaimer will be pre-populated onto your flyer(s).

“This information/event is not organized or presented by Rolla Public Schools. We are sharing with you for your information.”

Please allow 5 business days for review and processing of your request.

Additionally, flyers submitted that are incomplete, need additional approvals, and/or are denied for resubmission may take up to 7 days to process.