

**ESCONDIDO UNION SCHOOL DISTRICT**  
**Office of the Superintendent**

**Guidelines for Materials to be  
Approved for Distribution  
2005-06**

Anyone seeking approval for the distribution of fliers must contact the superintendent's office for approval and distribution instructions.

General guidelines for approval are as follows:

- Activities must be educationally sound or of direct benefit to students.
- Material must be from non-profit, non-commercial organizations.
- Material must not advocate a religious or a political viewpoint.
- **Events charging a fee for participation are discouraged.** Exceptions to this are events, classes, or camps being sponsored by an agency with which the district has an interagency agreement. Sample agencies include, but are not limited to: City of Escondido, City of San Diego Parks & Recreation, Escondido Union High School District or its individual high schools, Boys & Girls Club, Palomar Family YMCA, Boy and Girl Scouts of America.
- Curriculum-based events such as essay contests, poster contests, "thons," Earth Day, Arbor Day, etc. need a commitment from a school that they intend to participate. After participation in such events is established, any material being given out to students must be stamped for approval in the superintendent's office.
- All vendors will be denied approval for districtwide distribution of their products/services. Fund-raising activities will be referred to the Escondido Council PTA president to be shared with unit presidents.
- Advertisements for fee-based services, such as private tutoring, music lessons, etc. are not approved. Fee-based, private sports/arts/academic camps will be considered by the superintendent on a case-by-case basis.
- Events being offered in areas other than Escondido will not be approved.

NOTE: Approval from the superintendent's office does not constitute endorsement. Approval from the superintendent's office simply means the material has been reviewed and does meet the guidelines for districtwide distribution. The site administrator(s) has final authority to decide what material is distributed or posted.

**The superintendent reserves the right to rescind approval to any organization or person if a complaint is received or the organization or person is found to be in violation of instructions from this office.**

### **OBTAINING APPROVAL**

To obtain approval, you must bring into or FAX to the superintendent's office a copy of the flier for review. Upon approval, the flier will be stamped. A copy of the approved, stamped flier must be shown to all school offices upon delivery of the fliers for distribution. The superintendent's office hours for approval are 8-11:30 a.m. and 1:00-5:00 p.m., Monday-Friday. The telephone number is (760) 432-2110, and the FAX number is (760) 735-2874.

### **DISTRIBUTION**

Delivery of fliers and materials to schools is the responsibility of the individual/agency requesting approval. An information sheet showing the number of classrooms per grade level, per school, and total student population is available upon request. Fliers must be separated into bundles of 20 for grades K-3, and bundles of 32 for grades 4-8, then delivered to the school sites.

One day each week has been set aside for non-school material to be sent home with students. Materials must be received in the school office by 3:00 p.m. Monday for distribution to parents as follows:

**Monday** distribution: Farr Avenue

**Tuesday** distribution: Bernardo

**Wednesday** distribution: Glen View, L. R. Green, Hidden Valley, Oak Hill, Orange Glen, Pioneer, Reidy Creek, and Rose.

**Thursday** distribution: Central, Conway, Del Dios, Felicita, Grant, Juniper, Lincoln, Miller, Nicolaysen, North Broadway, Rincon, and Rock Springs.

If you have questions about these guidelines, please call the superintendent's office at 432-2110.