



EXTERNAL FLIERS/OFFERS TO STUDENTS AND STAFF GUIDELINES

So that schools may accept external offers for students and staff in a fair and consistent manner without encumbering school staff or equipment, the guidelines below are the accepted practice in Spartanburg District Two:

- **Offers for Students**

Fliers/offers may be posted/made available for students to pick up in a designated school location. Non-commercial/non-profit information on student opportunities may be made available in the classroom with superintendent approval. Literature to further a school activity, such as graduation, class pictures, or class rings may be distributed. Schools do not distribute other external fliers or discount offers to students.

- **Offers for Employees**

Offers may be posted/made available to staff in a designated location. The district does not/schools do not mass distribute advertising, coupons, or discount offers to staff via school mailboxes or e-mail. (This rule is not applicable to US Postal Service mail addressed to specific staff members.)

Principals should review fliers for suitability. Fliers should not be disruptive to the educational process. Should the current implementation of these guidelines or the volume of requests become a burden to schools, procedures will be re-evaluated.