

ADMINISTRATIVE

REGULATIONS

HANOVER PUBLIC
SCHOOL DISTRICT

913-R1. COMMUNITY FLYERS IN THE HANOVER PUBLIC SCHOOL DISTRICT

MEMORANDUM

TO: Community Organizations and Agencies
FROM: Dr. John A. Scola, Superintendent
DATE: September 24, 2014
RE: Community Flyers in the Hanover Public School District

The Hanover Public School District is eager to cooperate with the various community organizations and agencies regarding the notification to parents of flyers within our schools. In an effort to decrease secretary workload, save paper, and allow teachers to spend additional time on instruction, the district will be posting approved flyers to the district website. The following guidelines must be followed:

1. Each flyer must be approved by the Superintendent. Forward a copy of the flyer for consideration to the Superintendent's office by email (ldubbs@hanoverpublic.org), hand carry or mail. The Superintendent will review the flyer in accordance with the guidelines of Policy 913. The school district will notify the agency/organization of approval or disapproval. Following approval, the flyer will be posted on the district website through the duration of the activity and/or registration for activity. Teachers or staff will not personally distribute flyers in the school buildings.

2. Agencies/organizations not affiliated with the district must have the following statement on the flyer:

The school district neither encourages nor discourages a student's participation in the activity described herein.

3. Non-district programs, clubs and camps that use Hanover Public and/or Nighthawk as part of their name must have the following statement on the flyer:

This program is not operated by the Hanover Public School District.

4. Following the approval process, the organization or agency will be asked to provide 25 copies of their approved flyer directly to the buildings to accommodate families without internet access.

Clearview Elementary – 801 Randolph Street, Hanover, PA 17331
Hanover Street Elementary – 101 E. Hanover Street, Hanover, PA 17331
Washington Elementary – 301 Moul Avenue, Hanover, PA 17331
Hanover Middle School – 300 Keagy Avenue, Hanover, PA 17331
Hanover High School – 401 Moul Avenue, Hanover, PA 17331

DRAFT