

Hopkinton Public Schools

Flyer Website Posting/Distribution Procedures

Dear Group/Organization Coordinator:

This message is to inform you about the flyer distribution procedures for the Hopkinton Public Schools. In the interest of "Going Green" and to reduce demands on staff time, the school district does not send paper flyers home with students. During the school year new flyers will be uploaded on Fridays only under the Parent Tab or E-Flyer tab on the main menu of our website at www.hopkinton.k12.ma.us.

No out-of-town organizations and/or for profit/non-profit private companies will be permitted to post a flyer to the Hopkinton Public Schools web site.

On **rare** occasions, with the permission of the Superintendent, school support organizations sanctioned by the school district will be allowed to distribute paper flyers, for grades PK – 5 only, depending on the detailed required information within the flyer.

Please note the following flyer distribution general guidelines, but not limited to:

- *The superintendent or designee must approve and authorize each flyer before it can be posted on the website.*
- *Flyers are posted only on Fridays during the school year.*
- *Flyers that contain advertising or are submitted by any group that is not a school-sanctioned or school support organization will not be posted.*
- *No new flyers will be uploaded the first week of school, during vacation weeks, Thanksgiving break, or the last full week of school.*
- *The district will not be held liable for any mis-prints and/or mis-information within a flyer; or any flyer that does not get posted.*

Following are the procedures for flyer submission:

1. Email the application (found at www.hopkinton.k12.ma.us under the Parent or E-Flyer tab) and a copy of the flyer in either PDF or Microsoft Word format to: mcox@hopkinton.k12.ma.us
2. All flyers must be received no later than 12:00 noon on the Friday (one week) before it will be posted.
3. All parts of the application must be filled in before submitting. Incomplete applications will not be reviewed.
4. You will be notified via e-mail only if your request has been denied.