

ABINGTON SCHOOL DISTRICT  
ABINGTON, PENNSYLVANIA

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SUPERINTENDENT'S  
ADMINISTRATIVE PROCEDURE

REGARDING: **Distribution of Fliers**

Section: **Community Relations**

Effective Date: August 10, 1993

Reissued: 1/24/17, 9/9/21,  
8/22/23, 9/12/24

See Also: Related Board Policy

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### **APPROVAL PROCEDURES**

Parent Groups – When distribution is requested in one school, parent groups are to submit fliers to the principal of that building to ensure compliance with this Policy. If distribution is requested in more than one facility, parent groups are to submit fliers to the Office of the Assistant Superintendent, via the online e-flier tool at [www.abingtonsd.org](http://www.abingtonsd.org) - Resources – Community Resources – Community E-Fliers to ensure compliance with this Policy.

Community Groups – When distribution is requested in one school, the principal is the approving authority. If distribution is requested in more than one facility, or if the principal is a member to the group sending the fliers, approval by the Office of the Assistant Superintendent is required via the online e-flier tool at [www.abingtonsd.org](http://www.abingtonsd.org) – Resources – Community Resources – Community E-Fliers.

### **OTHER CONSIDERATIONS**

#### Prohibitions

In addition to prohibiting fliers that are political, commercial, or religious in nature, the District also prohibits materials that:

- are derogatory and/or promote discrimination toward any group or person based upon race, color, national origin/ethnicity, veteran status, gender, age, disability, sexual orientation, gender identity/expression, or religion of the group or person;
- promote or encourage hostility, disorder, violence, or disregard for violation of legal obligations; are libelous or interfere with or advocate interference with the rights of any individual or the operation of the schools;
- promote the use of tobacco products, alcoholic beverages, illegal substances, or paraphernalia;
- conflict with the prevailing standard of decency;

- conflict with Board Policy or any Superintendent's Administrative procedure; or
- run counter to the best interests of the students, staff, or schools in the opinion of the Superintendent or designee.

### Cost

Parent Groups – Parent groups, when feasible, are permitted access to District printing equipment and distribution systems to print reduced number of fliers for families not having computer access. Parent groups will defray copy, paper, and material costs.

Community Groups – Community groups will prepare fliers and deliver them to distribution points for families not having computer access. No material costs will be borne by the District for fliers.

Omissions and Errors – Each flier distributed through the District will contain the following statement: "The Abington Board of School Directors assumes no responsibilities for the opinions, information, and possible typographical errors and omissions, etc. that may be reflected in this flier."

Identification – All fliers will contain the name of the group issuing the publication and the name, address, and telephone number of a person assuming responsibility for the flier's content.

Telephone Numbers – Business telephone numbers for members of the Board of School Directors will not be included on fliers distributed through the District.

Accessibility – All submitted E-fliers must comply with the Federal Web Content Accessibility Guidelines (WCAG), Version 2, Level AA, found at: <https://www.w3.org/WAI/standards-guidelines/wcag>. These requirements mean that all text and images within a submitted E-flier must be accessible to those with visual impairments. Text that is not selectable, and images without alternative text descriptions, will not be approved.