

Additional language to be included Administrative procedures
Procedures for the Virtual Back Pack: Distribution of Materials by outside agencies

Grinnell- Newburg has implemented a "virtual backpack" program in an effort to not only reduce paper throughout the District, but also to assist the promotion of student involvement, support for student programs in the community and to increase communication to parents and students about community events. The virtual backpack will be posted on our district website and information will be highlighted through weekly email communication to our parent community and stakeholders. Community organizations interested in posting information via the Virtual Backpack must adhere to the guidelines for posting information and all documents are to be turned in to the district office for consideration. The following criteria will apply to materials submitted to the District Office for posting on the Virtual Backpack that will be found on the District's website:

1. An organization requesting a virtual backpack posting must be promoting student activities and must be applicable for Grinnell-Newburg students. Flyers or information will be posted on the virtual back pack that will qualify based upon the following criteria: students ability to participate in an activity or event within the community, activities that will benefit or support our student population outside of the regular school day, fliers that promote a sign up for clubs, events, or after school programs that occur outside of the school day and which the organization is based in Grinnell-Newburg community. (Profit or non-profit as long as the program to be advertised is for current student participation)
2. The request must be made at least 5 business days prior to posting.
3. A copy of the exact materials to be posted, in PDF format, must be presented with the completed Flyer Approval Form. (see attached)
4. Organizations may turn in flyers to the local school who will then forward the information to the district office for approval.
5. The District has the right as to the date to post or remove information. Material will not be posted during scheduled school breaks. Information must be provided 5 days prior to posting and during hours of operation.
6. A single organization may not submit more than two items within a three-month period.
7. The material may not contain any of the following:
 - a. Any direct solicitation of money or other items of value except for dues for membership or fees for an activity announced in the
 - b. materials; unless sponsored by our Parent organization for the

- a. purpose of providing information regarding student events for the purpose of fundraising.
 - b. Anything that would cause substantial disruption of the orderly operation of the school or its activities;
 - c. Personal information about persons other than those seeking distribution;
 - d. Material which is defamatory or insulting to any group or individual;
 - e. Material which is vulgar or otherwise socially inappropriate;
 - f. Material dealing with issues of human sexuality;
 - g. Material which is commercial in nature (e.g. business names of sponsors), except as related to approved school fundraising activities or services supportive of school-sponsored activities;
 - h. Material that would be violate of any law or Board policy;
 - i. Material that is political in nature (e.g. names and/or titles of elected officials), or in conflict with tax-supported efforts in effect.
 - j. Material is limited to two 8.5x11 pages. Materials from outside organizations that are not directly connected to the school must contain the following statement in 12-point font contained within a text box:
 - i. This Activity is not sponsored by Grinnell-Newburg School District, any of its schools or groups officially associated with the District.
2. The District reserves the right to further limit the number of requests for posting, permit exceptions to the criteria noted above, deny posting rights to individuals or organizations which have demonstrated irresponsibility, and permit limited paper copy distribution to students.
 3. Materials are posted for informational purposes only. This does not imply Grinnell-Newburg endorsement of them.
 4. Students may return enrollment forms to their home school. It is the organizations responsibility to pick up enrollment forms and communicate with local families. The school will not be responsible for communicating further information beyond the start of the event or activity.
 5. A completed approval request form must accompany Flyer information that will be posted.
 6. The Superintendent has the right to approve or deny any Flyer or request.

Five reasons we use a "virtual backpack" program:

- To Be Environmentally Friendly
- To Lighten student backpacks
- Streamline distribution of fliers
- Communicate community opportunities for students
- Make it easier for our parents to find information

About The Virtual Backpack:

Rather than local organizations making copies of their approved flyers, and District personnel coordinating their distribution to the schools, the flyers are posted to this designated place on our website. A small number of paper copies are made available in the District's Administration Center for those families without Internet access. Periodic e-mail alerts are sent to the District's e-news group letting them know that new flyers have been added to the site.

For further information, please contact the district office at: 641-236-2700 for further information. Please not the application form must accompany the Flyer or information that will be posted on the Virtual back pack.