

A. Criteria for Sending Home Informational Flyers With Students

Regarding Activities Outside of the School Day (Columbia & Riddle)

1. The flyer regarding a particular program for students must be approved by the RCSC Superintendent through the Administrative Office. It is best to send an electronic copy that the Superintendent may sign and return so that you may run off copies. Be sure to check on availability of venues and calendar conflicts well ahead of the activity.
2. The student activity is directly connected with RCSC academic and/or athletic programs.
3. The sponsor of the program will need to bring copies of the flyers to the school office at least 5 days prior to the beginning of the event. Flyers go home in backpacks on Tuesday of each week.
4. The sponsor of the program will make sure to copy enough for the total student population and will divide flyers into classroom piles of 30 flyers each. Sponsor should also provide an envelope if forms are to be returned.
5. The sponsor's information is outlined on the flyer to answer any questions related to the program. Each flyer should contain this statement in bold: **Questions should be directed through the sponsor of the activity and not the school office.**

B. Flyers Related to Non-Rochester Schools Activities

1. The flyer regarding a particular program for students must be approved by the RCSC Superintendent through the Administrative Office. It is best to send an electronic copy that the Superintendent may sign and return so that you may run off copies. Be sure to check on availability of venues and calendar conflicts well ahead of the activity.
2. The sponsor's information is outlined on the flyer to answer any questions related to the program. Each flyer should contain this statement in bold: **Questions should be directed through the sponsor of the activity and not the school office.**