

KIRBY SCHOOL DISTRICT 140

Dr. Michael J. Byrne
Superintendent

Julia L. Mikulich
Director of Curriculum

Administration Building
16931 South Grissom Drive
Tinley Park, Illinois 60477
Phone: (708) 532-6462 Fax: (708) 532-1512
Website: ksd140.org

Michael L. Andreshak
Director of Business Services

Jill A. Wojack
Director of Special Services

Kirby School District 140 Virtual Backpack Criteria for Flyer Approval and Posting



As part of our Virtual Backpack program, we are limiting the number of flyers sent home with students and instead posting news on our District website.

The following criteria will apply to materials submitted for posting in the Virtual Backpack:

1. The organization requesting a posting must be a group or business based in the Tinley Park (140) community or its contiguous communities.
2. The request must be made at least 5 business days prior to posting.
3. The District retains the right to determine the date material is posted and removed. Material will not be posted during Winter, Spring, or Summer Breaks.
4. 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 materials;
 - 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, except as related to approved school fundraising activities or services supportive of school-sponsored activities;
 - H. Material that would violate any law or Board policy;
 - I. Material which is political in nature, or in conflict with tax-supported efforts in effect.
5. Material is limited to three 8.5 x 11 pages.
6. Material must contain the following statement in at least 10 point type: This activity is not sponsored by Kirby School District 140, any of its schools, or groups officially associated with the District.
7. 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.
8. Materials are posted for informational purposes only. This does not imply Kirby School District 140's endorsement of them.

To Submit a Flyer for Posting:

- Ensure that both the flyer and organization are in compliance with all criteria as noted above. Material must contain the following statement in at least 10 point type: ***This activity is not sponsored by Kirby School District 140, any of its schools, or groups officially associated with the District.***
- Email a .pdf of your flyer to our webmaster, Susan Haynie, at shaynie@ksd140.org. **Be sure to include the following contact information: your name, address, phone number, and email address.**
- If your material is approved for posting, you will be contacted via email.