

# Mason City Community School District

## Virtual Backpack



The Mason City Community School District is a part of the larger community in which it carries out its educational mission. The district has been a conduit for providing information by permitting distribution of non-school materials to inform students and their families of youth-related programs or activities, and of events that intend to improve the health, education or welfare of students according to Board policy (See Board Policy and Regulation 903.5 and 903.5R1).

Mason City Community School District has implemented a “green” approach for distributing information from school sponsored activities and flyers from non-school community organizations to which approval is granted.

### Why “Go Green?”

- Provide Parents with information in one easy online location,
- Help to differentiate between school and non-school related materials,
- Save our district and community non-profits money on printing, and
- Be more responsible toward caring for the environment

### Limited Print Materials

Upon District approval, a limited number of materials may be distributed for students who do not have a computer and/or Internet access via a community table at the school. All fliers must be approved and dropped off at district office. **No fliers should be dropped off at school buildings.** Fliers should be separated in bundles of 25-50 and labeled with the name of the school you would like your flier distributed to.

### Material Submission Procedures

- All flier distribution requests should be submitted **at least 20 days prior** to the desired distribution date using the Mason City Schools Backpack Distribution of Materials Request Form. The completed form and one copy of the exact material in PDF format must be emailed to [sdeike@masoncityschools.org](mailto:sdeike@masoncityschools.org).
- Non-school sponsored materials must include the following statements printed in type at least as large as the majority of the other text in the materials, separate from other text and located in a conspicuous location: *This is not a Mason City Community School District publication. It is being distributed through the school district as a community service of the district to inform you of other community activities or services available.*
- To download Flier Request Form [click here](#).

All fliers posted to the Virtual Backpack will meet the requirements as outlined in School Board policy 903.5.