



# Nyack Public Schools Use of Peachjar



**Nyack Public Schools keeps parents informed regarding school-based, extra-curricular and community activities by distributing materials electronically via *Peachjar*, our digital flyer management system.**

**As part of our efforts to be more environmentally friendly, E-flyers are emailed directly to parents' inboxes via individual Peachjar accounts. E-flyers are also posted on our school websites for easy access.**

**Paper flyers will no longer be used as the primary means for flyer distribution. Paper flyer distribution is still available to elementary parents, as needed, and upon request.**

**Community-based organizations who meet our Peachjar Guidelines or who are BOE-approved may submit flyers for District approval and postings.**

## **All Nyack Public Schools Parents/Guardians:**

- Receive an automatic welcome email from Peachjar to establish your account. District-approved flyers will be sent directly to your email address provided in our database.
- Can manage their Peachjar delivery preferences by clicking on "my account" in each email.
- Can view active flyers for Nyack schools by going to the specific school website and clicking on the Peachjar icon located at the top right corner of each school site; or located under Parent Resources.

## **To Request Flyer Approval as a Community Organization:**

1. Visit [www.peachjar.com](http://www.peachjar.com) or email your pdf flyer to the Public Relations Office email, listed below.
2. Upload flyer for approval.
3. Your flyer will be reviewed; and either approved or denied based on our District Peachjar Guidelines.
4. Questions? email [Lretallack@Nyackschools.org](mailto:Lretallack@Nyackschools.org)

## **Peachjar Guidelines - Flyers submitted for approval must:**

- Support the basic educational mission of the District; benefit students
- Promote an educational experience for students or parents
- Provide opportunity for FREE to students and/or their families who participate
- Align with the District BOE Policies (see listing of policies, below)
- Be in PDF format
- Contain the name and logo of the sponsoring entity or community organization
- Be submitted in both English and Spanish whenever possible

## **Nyack Public School District does not approve the distribution of flyers that:**

- Publicize or promote a particular church, religious organization or religious viewpoint
- Publicize or promote a particular political party, political organization or political viewpoint
- Discriminate against gender, race, age, color, religion, ancestry, national origin or disability
- Solicit funds or services for an organization, with the exception of those authorized by the Board
- **Do not comply with BOE Policies #5660, #5251, #5252, #1222, #1510, #1511** (Fundraising Guidelines)

**Thank You. Please contact the Public Relations Office at 845-353-7013 for further assistance.**