

# Approval of Distribution of Nonschool Related Literature

## College Station ISD - Administrative Guidelines

Revised: 01/11/2013

### PURPOSE

To provide guidance for the approval of the distribution of nonschool related materials to CSISD students, faculty and staff.

### PROCEDURE FOR THE APPROVAL OF NONSCHOOL RELATED MATERIALS

#### Flyers

- CSISD no longer sends paper flyers home with its students. The flyers that used to be sent home in student take-home folders will now be available online at [www.csisd.org/eFolder](http://www.csisd.org/eFolder).
- Flyers which promote for-profit businesses will not be approved for distribution.

#### Procedure for Flyer Distribution

1. Flyers shall not be distributed without first being approved. Via email, submit this completed approval form to the CSISD director of communications along with a PDF copy of the flyer to be distributed.
2. You will be notified via email as to whether or not your flyer was approved and when your flyer will appear in the CSISD eFolder.

#### Posters

- CSISD allows certain posters to be displayed in common areas on its campuses.

#### Procedure for Poster Distribution

1. Posters shall not be distributed without first being approved. Via email, submit this completed approval form to the CSISD director of communications along with a PDF copy of the poster to be distributed.
2. If approved, a signed copy of the approval form will be returned to you via email.
3. Take the posters you wish to display, along with a signed copy of the approval form, to each campus in which you wish to display the posters.

### CSISD WILL NOT ALLOW THE DISTRIBUTION OF:

1. Literature from a for-profit business.
2. Literature from a religious institution.
3. Literature from a political organization, political action group or political candidate.
4. Literature that does not directly affect and/or benefit CSISD students or faculty.
5. CSISD retains the right to deny distribution of any materials.

### CSISD WILL ALLOW THE DISTRIBUTION OF:

1. Literature from non-profit organizations which adheres to the standards of CSISD Board Policy GKDA (local).
2. Literature from local educational partners which adheres to the standards of CSISD Board Policy GKDA (local). Examples: Texas A&M organizations and the City of College Station
3. Literature from district-recognized school support organizations which adhere to the standards of CSISD Board Policy GKDA (local). Examples: PTOs and booster clubs
4. Literature from school clubs, teams, or any extra- or co-curricular activity which adheres to the standards of CSISD Board Policy GKDA (local).
5. Coupons or special offers to students may be distributed as a reward to honor roll or perfect attendance students at the principal's discretion.
6. CSISD retains the right to approve distribution of any materials it deems beneficial to students, faculty or staff.