

Guidelines for Distribution of Nonschool Literature Time, Place and Manner Restrictions

Review of Third Party Materials

All items from non-school related groups/organizations/businesses to be placed in campus distribution areas must seek prior review/approval from the District's Communications Department. Items needing approval include flyers, brochures, postcards, coupons, etc. Only school-related and municipal event-related posters will be approved. Other 8.5X11 posters can be considered as flyers.

Approval of Third Party Materials

If an item is approved for distribution, the third party will take an approval letter from the Communications Department to the campus along with the items to be distributed. The approval letter will be on watermarked paper with a color Fisd logo and an original signature. Schools will not accept reproductions of the approval letter. No non-school related materials will be approved for distribution through elementary take-home folders. No non-school groups/organizations/businesses will be allowed to distribute information directly to students. No announcements will be made about specific materials available.

Standardized Distribution Areas

The standard distribution areas at campuses are in office areas. A disclaimer sign is displayed in all distribution areas regarding policy. No other signs will be allowed in the distribution area. No more than 50 items will be allowed for distribution at one time per organization or event. No special receptacles can be brought in (i.e. display racks for newspapers, etc.) Non-school related groups/organizations/businesses may replenish items in distribution areas as needed. Staff members are not responsible for distributing information to students or staff members. Students may not be released from class and/or instructional time to review or remove items from the distribution table/area.

Removal of Outdated Materials

Outdated items will be removed and recycled/disposed of as appropriate.