

COMMUNITY RELATIONS:
DISTRIBUTION OF NONSCHOOL LITERATURE

GKDA
(REGULATION)

DISTRIBUTION OF FLYERS Carroll ISD shall restrict the distribution of flyers to students and staff under the following guidelines:

1. District-developed information for general distribution to the District's constituency, i.e., newsletters, committee reports, CISD special events, etc.
2. Campus- and PTO-developed information with the approval of the campus principal.
3. The Carroll Education Foundation, WE CARE, and Diggin' for Dragons information with prior approval of the Director of Communications and Marketing.
4. CISD booster clubs with prior approval of the Director of Communications and Marketing in consultation with appropriate sponsors or campus/district leadership.
5. Existing Board-approved marketing agreements effective the date of release of this administrative regulation. Carroll ISD reserves the right to negotiate future marketing agreements in accordance with District policy and Board approval.
6. Educational/sports camps and flyers advertising tutorial services (one per semester) with prior approval of the Director of Communications and Marketing if the camp or service is offered:
 - a. by a current CISD employee,
 - b. for CISD students, and
 - c. in a facility that is rented through the CISD facility use policy.

All other requests for flyer distribution to students and/or staff will be denied.

PROVISIONS
FOR POSTING
FLYERS ON
DISTRICT
WEBSITE

The following guidelines will be used in determining if the District website may be used as an alternative to post flyers for organizations otherwise restricted from distribution:

1. Non-school, bona-fide non-profit organizations or organizations with a board-approved sponsorship agreement may submit flyers to the CISD Communication and Marketing Director's office for posting to the District's website.
2. Organizations must have a presence (chapter or other unit of the non-profit organization) in the bounds of Carroll ISD in order to be considered for submission.
3. Material may not advocate or represent violent, illegal, or obscene activities, be of a nature to disrupt school activities, endanger the health or safety of students, constitute libel or slander, or be inappropriate to the age of the student. Partisan political material or non-CISD fundraising solicitations will not be considered for distribution.
4. The Communications and Marketing Director shall approve all flyers for posting without exception. The Communication and Marketing Director's stamp of approval shall be affixed to a master copy of the flyer as proof the flyer has permission to be posted to the CISD website.
5. After all due diligence checks have been made as to the appropriateness of the request to post the flyer by the Communications and Marketing Director, the flyer will be posted for a reasonable period as stated in the sponsorship agreement or for two weeks for non-profit organizations.

GUIDELINES
FOR FLYER
DISTRIBUTION

Flyers that meet the requirements as mentioned above at DISTRIBUTION OF FLYERS shall be considered for approval using the following guidelines:

1. Flyers must be brought to the Communication and Marketing Director's office at least one week prior to the date of distribution.
2. The flyer link on the CISD Website shall include the following disclaimer: "These materials are neither sponsored nor endorsed by the Carroll Independent School District, the Superintendent, or your child's school."

3. Flyers are posted only on the CISD website and are not to be given out to students at any grade level as hard copies. Notification of availability of the flyers will be made at the beginning of the school year and periodically using District publications.
4. Flyers must be on an 8 1/2 by 11 inch format which may be converted to text viewable on the District webpage.
5. Flyers are for website distribution only. No person may distribute flyers directly to students in school buildings or on school grounds during school hours, and elementary-aged students may not engage in direct distribution of flyers.

DISTRIBUTION DATES In an effort to keep our school community informed of the many opportunities available, the District will post flyers as quickly as possible within seven days of electronic receipt of the document.

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