



# Distribution of Flyers/Literature

(Non-School Groups/School Groups)

**Effective August 1, 2008**

In an effort to control cost, BISD will be transitioning to an electronic (paperless), distribution for all non-school groups beginning August 1, 2009. During the 2008-2009 school year, BISD is requesting volunteer compliance of this procedure.

## NON-SCHOOL GROUPS

### **Flyers/Literature to be posted on the Web site during the transition period:**

1. BISD will no longer distribute flyers/literature from outside vendors directly to students beginning August 1, 2009.
2. BISD will post information on the BISD Web site if the organization meets one of the following conditions:
  - A school organization or affiliated organizations such as drill team, booster club, or PTA.
  - A local 501(c)(3) (nonprofit organization that is registered with the Internal Revenue Service) within the borders of the District.
  - The director of student services will have the authority to review and oversee the distribution of flyers/literature for non-school groups.
3. Requests for electronic Distribution of Literature can be submitted through the following link:  
<http://www.birdville.k12.tx.us/student-services/forms.html>

### **Flyers/Literature to be handed out to students during the transition period:**

- Organization is within BISD boundaries or attendance zones.
- All materials must meet Prior Review criteria and Limitations on Content listed below.
- Organization may request the Approval Form for Distribution be faxed to them by calling 817.547.5790.
- The form must be faxed back to Student Services for approval and posted on the top of the approved flyers which must be in groups of 25 and ready for distribution at the campus level.

### **PRIOR REVIEW**

- All written material over which the school does not exercise control and that is intended for distribution shall be submitted for prior review according to the following procedures.

- Materials shall be submitted to the office of student services, along with a copy of nonprofit paperwork, if required.
- To be considered for distribution, material shall include the name, address, phone number and contact person of the organization or individual sponsoring the distribution.
- Using the standards below, LIMITATIONS ON CONTENT, the director of student services shall approve or reject submitted material within a week of the time the material is received.
- The director of student services shall have the sole discretion of how items are distributed and for how long within the District.

**LIMITATIONS ON CONTENT** Non-school literature shall not be distributed if:

- The materials are obscene, vulgar, or otherwise inappropriate for the age and maturity of the audience.
- The materials endorse actions endangering the health or safety of students.
- The distribution of such materials would violate the intellectual property rights, privacy rights, or other rights of another person.
- The materials contain defamatory statements about public figures or others.
- The materials primary purpose is business advertising.
- The materials advocate imminent lawless or disruptive action and are likely to incite or produce such action.
- The materials are hate literature or similar publications that scurrilously attack ethnic, religious, or racial groups and similar publications aimed at creating hostile or violent environment.
- There is reasonable cause to believe that distribution of the nonschool literature would result in material and substantial interference with school activities or the rights of others.

**VIOLATIONS OF POLICY** Failure to comply with this policy regarding distribution of non-school literature shall result in appropriate administrative action, including but not limited to confiscation of nonconforming materials and /or suspension of use of District facilities.

**SCHOOL GROUPS**

**Flyers/Literature for within the campus or cluster:**

The campus principal will have authority to approve campus/cluster distribution for school groups.