



# Distribution of Flyers/Literature

(Non-School Groups/School Groups)  
Effective August 1, 2009

In an effort to control cost, BISD will be transitioning to an electronic (paperless), distribution for non-school groups beginning August 1, 2009.

## NON-SCHOOL GROUPS

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

1. BISD will no longer distribute flyers/literature from outside vendors directly to students (except at one parent meeting listed below).
2. The superintendent of schools has delegated the director of student services as the administrator to review and oversee the distribution of flyers/literature for non-school groups.
3. 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.
4. Requests for electronic Distribution of Literature can be submitted through the following link:  
<http://www.birdvilleschools.net/studentervices/forms.html>

**PRIOR REVIEW** All written material over which the school does not exercise control and that is intended for distribution shall be submitted online for prior review according to the following procedures:

- Materials shall be electronically submitted to the office of student services along with a copy of nonprofit paperwork, if required.
- To be considered for electronic 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.

**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 non-school literature would result in material and substantial interference with school activities or the rights of others.

**EXCEPTIONS FOR ONE PARENT MEETING**

During one parent meeting each semester, the campus principal shall provide a place for the distribution of non-school literature. All materials to be distributed must be approved by the principal no later than noon the day prior to the designated parent meeting. The principal shall use the limitations of content found above to determine whether the material will or will not be approved for distribution.

All non-school literature distributed at parent meetings shall be removed from District property immediately following the event at which the materials were distributed.

For all other parent meetings, non-school literature shall be posted on the District's Web site.

**SCHOOL GROUPS**

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

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

**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.