

## **GUIDELINES FOR DISTRIBUTION OF NONSCHOOL LITERATURE**

In addition to the provisions set out in Policy GKDA Local, the following guidelines apply to requests by individuals or groups not associated with the District to distribute materials that are not sponsored by the District or by a District-affiliated school-support organization. This regulation does not apply to distribution of nonschool materials by students (see Policy FNAA Local).

### **NONSCHOOL LITERATURE INTENDED FOR DISTRIBUTION TO STUDENTS**

1. Materials will only be allowed to be distributed if the group is identified by the Internal Revenue Service as a nonprofit 501(c)(3) or 501(c)(4) organization and the materials involve age and/or developmentally appropriate activities for students.
2. Materials must be submitted to Dr. Bill Maurer, Executive Director of Student Services, for approval.
3. Materials must contain the following disclaimer: “Midland ISD is not responsible for, and does not endorse, the content of any nonschool literature that may be distributed on Midland ISD campuses as a service to students and families.”
4. Materials will not be distributed directly to students. After approval by the Superintendent’s designee, the materials may be delivered to campuses for placement in a designated area that may be accessed by students and parents. Campuses must confirm that the material has been approved.
5. Materials should not be sent to campuses electronically. District employees are not permitted to print or copy nonschool literature for students.
6. Campuses may notify students and parents of the availability and location of approved materials through announcements or other means at the discretion of the campus principal.
7. Approved materials will be available to students and parents through the date of the event, if applicable, or a maximum of thirty (30) days from the date of approval.

### **NONSCHOOL LITERATURE INTENDED FOR DISTRIBUTION TO EMPLOYEES**

1. Materials will only be allowed to be distributed if the content indicates that a clear and direct benefit is being offered to District employees.
2. Materials must be submitted to Mr. Ed Zachary, Chief of Staff, for approval (unless excepted by Policy GKDA Local).
3. Materials must contain the following disclaimer: “Midland ISD is not responsible for, and does not endorse, the content of any nonschool literature that may be distributed as a service to Midland ISD employees.”
4. Materials will not be distributed directly to employees. After approval by the Superintendent’s designee, the materials may be forwarded to campuses and departments for placement in employee breakrooms and other common areas.
5. Hand-delivery of approved materials to the campus or department is preferable. At the discretion of the campus principal or departmental supervisor, materials may be sent electronically, but District employees may not make or post more than 5 copies. Campuses and/or departments must confirm that the material has been approved.
6. Approved materials will be available to employees through the date of the event, if applicable, or a maximum of thirty (30) days from the date of approval.