



# SAN ANTONIO INDEPENDENT SCHOOL DISTRICT Administrative Procedures

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## DISTRIBUTION OF NON-SCHOOL PUBLICATIONS

San Antonio Independent School District is a supportive partner in community-wide efforts to provide students and their families with information about resources and opportunities. All printed or electronic publications promoting events, classes, services, products, and/or community organizations must receive District approval prior to posting, distributing, or displaying to students and families. Please follow these simple guidelines to help provide information to students and families.

### I. DISTRIBUTION TO STAFF

All non-school publications that are intended for distribution to school staff must be approved by the Human Resources Department. Campus personnel who receive any such requests must direct the requestor to the Policies and Procedures Officer, who will review the publication and determine whether it is appropriate for delivery to staff.

The Human Resources Department may use discretion to approve or deny distribution, based on the content of the publication and the perceived benefit to school staff. Requestors will generally be informed that printed flyers may not be distributed on campus. Instead, approved publications will generally be distributed via email.

### II. DISTRIBUTION TO STUDENTS OR PARENTS

#### **A. APPROVAL SCHEDULE, PROCESS, AND DISTRIBUTION**

- Publications must be submitted two weeks before the desired distribution date. Please allow 10 business days for review of your materials.
- Publications must be submitted for approval to the Office of Family and Community Engagement by:
  - Visiting [www.saisd.net/flyer](http://www.saisd.net/flyer) and completing the Request for Distribution of Non-School Publications online form.
- These procedures are to be repeated each time the organization requests permission to distribute publications at any San Antonio Independent School District school, even if it is during the same school year.

#### **B. IF YOUR REQUEST IS APPROVED**

1. An approval letter with a signed copy of the publication will be provided to the requestor and must be delivered with all publications to the school/s. After receiving District approval, please contact the school prior to delivering any publications to the school. Once approved, printed materials may not be altered. Please note that an email notification will be sent to the school leadership of each school listed on the approval of the publication.
2. Publications for a specific event may only be sent once during the approved distribution date(s).
3. The final decision concerning publication distribution, and the manner in which the materials are distributed (whether electronic posting on webpage or paper), is at the building principal's discretion. Some principals may prefer having a limited number of publications available in the office for students who are interested, as opposed to distributing one to every child. Therefore, do not make copies of your publication until approval is received and until the school's manner of distribution is determined by the principal.

4. All materials for distribution in elementary schools are to be packaged in bundles of 25. Please contact each school for a current student count, if needed.
5. Please note that publications are not distributed to middle or high school classrooms. You may provide 25-50 copies for general distribution to middle or high schools that can be kept in the main office and other common school areas for students, families, and community members.
6. The requestor bears the cost of printing all materials. San Antonio Independent School District will not distribute approved, printed publications to campuses from the central mail office.
7. If at any time it is determined that previous flyers or written materials presented for approval contained false information or did not accurately represent the intent of the program, future requests for approval will be denied.

### **C. PUBLICATION DISTRIBUTION REQUIREMENTS**

1. All publications **MUST** include a contact name and telephone number. An e-mail address may be included but does not replace the requirement for a telephone number.
2. If the publication is advertising an event and location, it **MUST** include the name and address of the event's location.
3. Publications **MUST** have the following disclaimer statement printed at the **BOTTOM** of the flyers/printed material in bold and capital letters if the school or District is not sponsoring the initiative:

**SAN ANTONIO INDEPENDENT SCHOOL DISTRICT DOES NOT ENDORSE OR SPONSOR THE ACTIVITIES AND/OR INFORMATION CONTAINED IN COMMUNITY FLYERS OR PUBLICATIONS.**

**EL DISTRITO ESCOLAR INDEPENDIENTE DE SAN ANTONIO NO RESPALDA NI PATROCINA LAS ACTIVIDADES Y/O INFORMACIÓN CONTENIDA EN FOLLETOS O PUBLICACIONES COMUNITARIAS.**

4. Any publication that is sponsored by the District and/or that includes the District or School logo must include the following statement printed at the **BOTTOM** of the flyers/printed material:

It is the policy of San Antonio ISD not to discriminate on the basis of race, color, religion, national origin, age, sex, gender identity, gender expression, sexual orientation or disability in its vocational programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended, and SAISD's board policies DIA, FFH, and FFI.

Es norma del distrito de San Antonio no discriminar por motivos de raza, color, religión, origen nacional, sexo, identidad de género, expresión de género, orientación sexual o discapacidad, en sus programas, servicios o actividades vocacionales, tal como lo requieren el Título VI de la Ley de Derechos Civiles de 1964, según enmienda; el Título IX de las Enmiendas en la Educación, de 1972, la Sección 504 de la Ley de Rehabilitación de 1973, según enmienda, y las pólizas DIA, FFH, y FFI de la mesa directiva de SAISD.

5. Publications intended to be sent home with students must be provided in English and Spanish for all schools.
6. Grammar, spelling, and punctuation must be correct. You may be asked to make corrections/revisions to your publication. The District will not provide design assistance.
7. Publications must contain clear and legible text and may not be scanned or photocopied documents that are difficult to read.

### **D. CONTENT GUIDELINES AND CONSIDERATIONS**

1. Publications from non-profit organizations, city/county offices, government entities, community clubs, and organizations informing students and parents/guardians of cultural, educational, or

recreational activities sponsored by the organization may be submitted for review and approval by the District.

2. The publication must be educational in nature, supporting the educational mission of San Antonio Independent School District and/or benefiting the population of San Antonio Independent School District in a positive manner. Materials for distribution must not promote any commercial, religious, or political interest/organization.
3. Flyers with little or no educational value will not be approved.
4. The publication must not cause disruption to the operation of the school.
5. Family support group (i.e. PTO, PTA, Booster, etc.) publications require approval from the school principal/designee for that school only. However, family support group publications intended for other schools must go through the Office of Family and Community Engagement for districtwide approval and distribution.
6. Publications (flyers, brochures, or posters) from for-profit organizations shall not be distributed to students, but may be accepted for posting on community bulletin boards at schools, with the exception of religious institutions, campaign/political material, or literature that does not directly affect and/or benefit San Antonio Independent School District students or families. Items posted on community bulletin boards at schools require approval from the District.
7. Flyers from businesses pledging to make donations to schools will not be accepted unless they are submitted for approval by a school as part of a specific school fundraiser.
8. No fundraising/event announcements are allowed from groups outside the school unless there is a direct educational value to students and/or a school.
9. Publications from groups promoting a program or event with a cost to families will not be accepted.
10. Approval of your publication does not imply District endorsement of any identified product or service.
11. The direct distribution of non-school publications to students without prior District approval is strictly prohibited.
12. Is obscene, vulgar, or otherwise inappropriate for the age and maturity of the audience.
13. Endorses actions endangering the health and safety of students
14. Promotes the illegal use of drugs, alcohol, or other controlled substances.
15. Violates the intellectual property, privacy, or other rights of another person or entity.
16. Contains defamatory statements about public figures or others.
17. Advocates lawless or disruptive actions and is likely to incite or produce such action.
18. Does not promote a meaningful, cost-effective benefit to students or parents.
19. Contains hate literature or similar content that attacks ethnic, religious, or racial groups, or advocates hostility or violence, and the materials would materially and substantially interfere with school activities or the rights of others; or
20. Creates a reasonable belief that distribution would result in material or substantial interference with school activities or the rights of others. Mere allegations of interference or unsubstantiated speculation as to what "might" happen or "could result", without evidence, are not sufficient to support a reasonable forecast of interference.

### **III. CAMPUS DISTRIBUTION FOR APPROVED PUBLICATIONS**

Non-school publications will not be distributed in the classroom or in the hallways during the school day. The District's classrooms during the school day are provided for the limited purpose of delivering instruction to students in the courses and subjects in which they are enrolled. Hallways in school buildings are provided for the limited purpose of moving students between classes and allowing access to lockers.

In accordance with the restrictions stated above, the principal of each school shall develop guidelines regarding the time and manner in which approved publications may be made available or distributed to students. The principal may designate an area within the school that will serve as the site for the distribution of approved non-school publications. For instance, a bulletin board may be located outside the

Main Office area for the posting of publications or a space on the counter in the Main Office may display brochures. The principal shall also establish time limitations for the posting or display of these publications so that materials are removed after a set period of time or after the publication is out-of-date.

**ATTACHMENTS: FORM G05-A: Request for Non-School Publications Distribution Approval Form**

**References: Board Policies FNAA (LEGAL); FNAA (LOCAL); FNG(LOCAL); GKA (LOCAL); GKDA (LEGAL); GKDA (LOCAL)**

**Questions regarding this procedure should be addressed to the Director of Family and Community Engagement, 1931 E. Houston St., San Antonio, Texas 78212 / (210) 554-2205.**