

Mansfield ISD Guidelines for Approval and Access to Flyers and Other Nonschool Printed Materials

The Communications and Marketing Department will be responsible for reviewing and approving flyers and printed materials from third parties, external nonschool groups or organizations that provide a benefit to youth and/or parents who wish to distribute materials to students. Eligible groups may include but are not limited to governmental entities, for-profit organizations and businesses, non-profit organizations, local youth sports leagues, scout groups, etc.

If at any time it is determined that flyers or written materials presented for approval contain false or misleading information or do not accurately represent the intent of the program and, therefore, do not meet the requirements as a group permitted to distribute to students, the approval of future flyers submitted by the requesting organization will be jeopardized.

The method used to distribute the nonschool material will be electronic posting through the “Community Folder” on the District’s website.

The Community Folder

The Community Folder is a feature of the District’s website under “Community” where approved nonschool materials for distribution will be **electronically posted**. This information can be for distribution to elementary school students, secondary students or both. Links to the Community Folder will be placed on campus websites and campuses will be encouraged to communicate to their students and parents to check the Community Folder for the latest information. The District will also regularly promote the Community Folder information.

Submission of Nonschool Materials for the Community Folder

- A copy of the flyer/printed material and a **Request for Flyer/Nonschool Printed Materials Distribution Approval** form must be submitted to Communications and Marketing Department for consideration of approval. Copies can be either emailed to: info@misdmail.org or faxed to **817-548-2185**, Attn: Nonschool Materials Request.
- The flyer/printed material must not exceed an 11” x 14” printed area. If the material is submitted electronically, the attachment needs to be in a single .pdf or .jpg document and cannot exceed three megabytes (3Mb) in size. Up to four (4) pages will be accepted for posting. The front and back of a flyer is considered two (2) pages.
- The flyer/printed material must conform to the standards of the LIMITATIONS ON CONTENT as described in Mansfield ISD administrative guidelines.
- The flyer/printed material must be of a quality that can be clearly and legibly electronically scanned for placement on the Mansfield ISD website. If the flyer/printed material cannot be clearly scanned, it will be rejected for the website distribution.
- All flyer/printed material **MUST** have the disclaimer statement in the box below printed at the **BOTTOM** of the flyer/printed material in **BOLD, CAPITAL** letters. (The disclaimer statement must be in a font of 12 pt. or larger in all languages represented on the flyer):

THIS ORGANIZATION AND ITS ACTIVITIES ARE NOT RELATED TO OR SPONSORED BY THE MANSFIELD INDEPENDENT SCHOOL DISTRICT.

Limitations on Content

Materials shall **not** be distributed (posted online) if:

1. The materials are obscene, vulgar, or otherwise inappropriate for the age and maturity of the audience;
2. The materials endorse actions endangering the health or safety of students;
3. The materials promote illegal use of drugs, alcohol, or other controlled substances;
4. The materials advocate violation of school rules and fall within the standard described at LIMITATIONS ON EXPRESSION at FNAAL (LEGAL);
5. The materials advocate imminent lawless or disruptive action and are likely to incite or produce such action;
6. The materials include hate literature that scurrilously attacks ethnic, religious, or racial groups, and similar publications aimed at creating hostility and violence if they fall within the standard described at LIMITATIONS ON EXPRESSION at FNAAL (LEGAL); or
7. There is reasonable cause to believe that the distribution of the materials would result in material and substantial interference with any school educational, and/or curricular-related activity or blocks or impedes the safe flow of traffic within hallways, driveways, and entrances and exits of the school building and/or property.

The direct distribution of printed nonschool related materials to students is strictly prohibited.

Mansfield ISD

Request for Flyer/Nonschool Printed Materials Distribution Approval

This form is to be completed by the group/organization requesting approval for a flyer or other nonschool printed materials to be posted on the District's website.

Name of Flyer/Printed Material:		
Circle only one category below that best represents the requested material.		
Educational/Tutorial Higher Education Recreation/Activities	Restaurant/Food Special Events Retail/Service	Youth Organization Membership Church/Faith-based Miscellaneous
Does the organization provide a benefit to youth and/or parents? (please circle)		YES NO
If yes, identify the benefit to youth and/or parents:		

Name of Organization			
Contact Person's Name: Last	First	MI	Primary Phone:
Address:	City	State	Zip
Email Address:			Secondary Phone:
			Fax Number:

Approval requested for distribution to the following schools:

- All Schools: Elementary, Intermediate, Middle and High Schools
- All Middle and High Schools
- High Schools Only
- Middle Schools Only
- Intermediate Schools Only
- Elementary Schools Only
- Specific Schools:** If your offer/information is for only certain campus, list those specific schools:

I understand that if a flyer/printed material approved for posting contains false information or does not represent the intent of the program, approval of future flyers/printed materials by the requesting organization will be jeopardized.

Contact Person's Signature:	Date
-----------------------------	------

This form must be submitted to Communications and Marketing Department for consideration of approval. Copies can be either emailed to: info@misdmail.org or faxed to **817-548-2185**, Attn: Nonschool Materials Request. Materials must include disclaimer statement and meet guidelines for approval before posting.

FOR OFFICE USE ONLY

Date Received:	Flyer Criteria: <ul style="list-style-type: none"> <input type="checkbox"/> Flyer includes disclaimer statement <input type="checkbox"/> Flyer meets all other MISD guidelines 	Received By:
Date Posted on Web site:	Exempt Status: <ul style="list-style-type: none"> <input type="checkbox"/> Accepted <input type="checkbox"/> Rejected 	Approved By: