

# Policy for 2008-2009

## How to disseminate information to New Braunfels ISD students



### Written material will be disseminated to NBISD students if it meets the following requirements:

- The Target audience is fifth grade and below;
- The Sponsoring organization is a non-profit 501 (3) (c) ;
- Proof of 501 (3) (c) must be provided to the assistant superintendent for business and operations;
- The materials must include the name of the organization or individual sponsoring the distribution.

### Procedures to secure approval and distribution of written material:

- An electronic copy of the written material must be sent by e-mail to Randy Moczygemba at [rmoczygemba@newbraunfels.txed.net](mailto:rmoczygemba@newbraunfels.txed.net) at least one week prior to the preferred distribution date;
- The electronic copy must be in Word, Excel, Word Perfect, or PDF format;

### Upon approval of the written material:

- You will receive an e-mail notifying you of the approval along with the number of copies for each campus;
- Printed copies of the written material must be on 8 ½ " X 11" paper;
- You may deliver a single bundle of 8 ½" X 11" documents to each elementary campus secretary;
- You must carry a printed copy of the written material with you that shows the NBISD approval stamp;
- Written materials will be available to students and parents in a campus distribution center until the date of the activity or for two weeks, whichever is less.

### Non-school materials 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 criticize school board members or school officials or advocate violation of school rules;
- The materials advocate imminent lawless or disruptive action and are likely to incite or produce such action;
- The materials include hate literature that scurrilously attacks ethnic, religious, or racial groups, and similar publications aimed at creating hostility and violence.

### Local Policy CPAB Office Communications Mail and Delivery

- Only U.S. Mail and official inter-office and inter-school mail may be placed in teacher mailboxes. Requests to place campaign materials or promotional or political materials in school mailboxes will not be granted. Distribution of materials directly in school mailboxes will be done only by the principal or designee.
- The inter-facility mail system of the NBISD is reserved exclusively for official school business and authorizes the superintendent of schools or designee to permit campus employees and school-sponsored or campus support groups to place materials in individual mailboxes.
- When off duty, designated representatives from TSTA, ATPE and other recognized local employee organizations may distribute information to district employees through the campus mail system. Off duty is designated as time before the first period and after the last period of the instructional day and during duty-free lunch.