



METROPOLITAN
Nashville
PUBLIC SCHOOLS

Metropolitan Nashville Public Schools recognizes that there are many community organizations and businesses that may wish to distribute materials, services, and programs within our schools or to communicate with students, parents or staff. MNPS encourages community involvement and participation and as such has developed the following guidelines to assist organizations who participate in our schools.

General Guidelines

Any organization or group wishing to distribute literature or communicate with students and/or staff must submit a written request fourteen (14) days in advance of the desired date of the activity or delivery of materials.

- If the request pertains to activity involving one school only, the request should be delivered to the principal of that school
- If the request pertains to activity involving multiple schools, the request should be submitted to the Public Information Office.

Principals have the authority to determine approval or disapproval of most requests to distribute information and/or materials at their individual schools to staff, students and/or parents using the standards outlined in this policy. A Proposal Review Committee will review requests involving multiple schools.

Standards for Distributing Materials to Schools

It is permissible to distribute:

- Coupons or flyers offering discounts on goods or services
- “Buy one get one” free or reduced cost promotions in the community
- Free goods or free admission to events based on achievement, such as report card performance, attendance, participation in athletics, participation in organized school activities, etc.

It is **not** permissible to distribute material pertaining to the following:

- Government-sanctioned elections or candidates for political office
- Religious tracts and/or messaging promoting a specific religion or church
- Advertising for privately owned business
- Materials pertaining to social/civic/community issues and/or concerns not preapproved by the Proposal Review Committee. The committee will apply the following standards in reviewing such material:

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Review
Annually

Distribution of Non-Profit and For-Profit Agency Materials SBO 1.104

- Does it benefit the physical, mental and/or emotional well-being of students?
- Could it be perceived as offensive or inappropriate for students and/or their parents?
- Could its distribution and/or promotion cause harm to a school or to the district?
- Would the material violate the civil rights of students and/or their parents?
- Does the material or messaging contain philosophical ideology more appropriate for distribution or dissemination outside the school system?
- Would the material or messaging be inflammatory or contradictory with the mission of the district (to provide a free and appropriate public education to **all** students)?
- Promotional events or campaigns must be approved by the Proposal Review Committee. The following standards will be applied:
 - Promotion, event or campaign must be conducted as an effort to support schools and not as an effort to generate revenues for the business. It is acceptable that such campaigns may provide some public relations value to the business or organization.
 - No promotion, event or campaign may be initiated without a letter of intent from the business or organization stating the purpose, goals and estimation of value to the school. A written notification of approval from the MNPS Public Information Office is required.
 - All promotions, events or campaigns must be reviewed at a minimum annually – none will be granted in perpetuity.
 - All promotions, event or campaigns must have as their primary purpose the betterment of schools and/or the enrichment of learning and have meaningful value to students and staff.

It is not permissible to promote or distribute information on any after-school program offered by either a for-profit or non-profit organization or business, without prior written approval of the district Proposal Review Committee.

Any person or organization wishing to speak to students in assemblies, classrooms or other school settings must submit a written description to the principal if at one school only or to the Proposal Review Committee if multiple schools are involved. Standards in place for the distribution of materials will apply.

Any legal issues pertaining to the distribution, dissemination or viewing of material, services, programs or communication (including copyright, trademark, registration marks and all other pertinent legal issues) will be the sole responsibility of the provider, with MNPS absolved of responsibility. MNPS may require a notarized written statement from the provider assuming all legal responsibility.

References/Authority
DSOP 5114 Facility Use