

## KILLEEN INDEPENDENT SCHOOL DISTRICT POSTING AND DISTRIBUTION OF NON-SCHOOL LITERATURE

Killeen ISD will, in limited ways, post and distribute materials that are non-school literature only when approved by the Superintendent or his designee. Only materials from organizations within the boundaries of the Killeen Independent School District or designated partners will be considered. The following guidelines will govern the posting or distribution:

1. For-profit organizations:
  - a. **Extremely limited distribution to students** will be made at the discretion of the Superintendent or his designee and also the campus administrator when there is a competition or event that is determined to be of great benefit to the students. One example might be grants or scholarships that would benefit a student, but are sponsored by a for-profit business or coupons to be given to students for attendance or grades that do not require any additional purchase. **Advertisements solely for the sake of increasing sales will not be posted nor distributed to students.**
  - b. Posting and distribution to employees will be at the discretion of the Superintendent, or his designee, and the campus administrator when there is some benefit to the employees, such as discount coupons or events that would be beneficial to employees. **Advertisements solely for the sake of increasing sales will not be posted nor distributed.**
2. Non-profit organizations and KISD Partners in Education:

Partners with the Killeen ISD including, but not limited to, the City of Killeen, the City of Harker Heights, the City of Nolanville, the Greater Killeen Chamber of Commerce, Fort Hood, YMCA, Scott & White, AdventHealth, United Way, Clements Boys & Girls Club, Boy Scouts, Girl Scouts, Camp Fire, Central Texas College, TAMU-CT, Temple College, Military Child Education Coalition, Peaceable Kingdom, NAACP, LULAC, Rotary clubs, Exchange Club, Lions clubs, and Kiwanis clubs will be allowed to distribute to students and employees when deemed appropriate by the Superintendent or his designee. Announcements about events that are determined to be of benefit to students or employees such as the Parks and Recreations schedules, shot clinics schedules, etc., may be distributed or posted.
3. Materials to be posted or distributed should be submitted to the KISD Communications Department using the Non-School Literature Submission Form (Exhibit A).
4. Materials for distribution or posting must contain a distribution/posting approval. Materials must be delivered to each campus by the organization, and should be sorted in groups of 25 to facilitate distribution. KISD mail may not be used for distributing non-school literature.
5. Questions about distribution or posting of materials should be directed to the Chief Communications and Marketing Officer.

DATE: November 2019  
October 2016

CONTACT: Chief Communications and Marketing Officer