

Policy 503.5E1 JCSD Decision Making Matrix for Distribution of Materials by <u>Outside Organizations</u>	Allowed to distribute information in schools – during school day, be included in school announcements and shared via district email (<u>Approved by building principal</u>)	Allowed to distribute information at school events –outside of the school day	Allowed to display posters in areas designated by principal. Posters may include “pocket” for flyers and brochures	Allowed to distribute information via the district’s electronic backpack	Allowed to participate as sponsors of promotional events and engage in advertising opportunities – outside of school day
Unless otherwise noted, the Director of Communications, or designee, must approve all shared materials.					
* School Sponsored Organizations (i.e. Dragon Scholarship Fund, Johnston Community School Foundation)	YES	YES	YES	YES	YES
* School Affiliated Organizations (i.e. booster clubs and parent groups)	YES	YES	YES	YES	YES
* School Supported Organizations - exist solely to support school programs (i.e. youth activity clubs)	NO	YES	YES	YES	YES
** Non-Profit Community Organizations and Camps	NO	NO	YES	YES	YES
** Opportunities for studying abroad/ curricular enhancements by for-profit organizations	NO	NO	YES	YES	YES
** Opportunities for student careers/jobs by for-profit organizations	NO	NO	YES	NO	YES
** For-Profit Organizations and camps	NO	NO	YES	NO	YES
Religious Organizations and Political Parties	NO	NO	NO	NO	NO
<p>* Allowed to distribute materials bearing the district’s name and/or marks. ** All distributed materials must include the following disclaimer: “This is not a Johnston Community School District publication, nor is it in any way endorsed or sponsored by the district. This publication is being provided only to inform the viewer of other community activities and opportunities.”</p>					