



MELISSA SCHOOLS

Melissa Independent School District

"A Special Time in a Special Place"

Distribution of Nonschool Literature

Advertising on School Premises

Advertising and marketing materials from local businesses and organizations shall not be displayed or distributed on school premises without prior approval by the Communications department, in accordance with the Melissa Schools Board of Trustee policy GKDA(LOCAL).

This includes written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the district or by a district-affiliated school-support organization.

Once approved, the materials will be featured in the designated public display areas at the Home Office and at each school facility. Please note that a minimum of seven (7) copies of the materials must be provided to the district in order to be featured in each public display area.

Materials shall include the name of the person or organization sponsoring the distribution.

For more detailed information, including content limitations, please see the Melissa Schools Board of Trustee policy GKDA(LOCAL).

To request approval, please email Maddie Coe, Director of Communications, at maddiecoe@melissaisd.org. Alternatively, you may drop off the materials in person at the Melissa Schools Home Office, located at 1904 Cooper Street. Please include a point of contact with your request.
