



Administrative Guidelines

Department: External Affairs

Policy: N/A

Topic: Distribution of Non-School Information to Families

Revised: November 2018

PROCEDURE

Requests are frequently made to Marietta City Schools to promote, advertise, and/or inform students and parents of community-based activities and programs. The following procedure has been established to guide consideration of such requests in compliance with applicable state and federal law.

Requests by organizations desiring to distribute information to families must be approved by the Director of External Affairs. A copy of the information must be shared with External Affairs at the time the request is made.

Requests will be considered by:

- Marietta City Schools and staff-sponsored programs, clubs, and activities
- Student-centered Marietta City or Cobb County municipal programs
- Official school partners that are promoting a principal- or Board-approved activity that benefits a particular school, the school district, or district programs
- Nonprofit sponsored events that benefit a particular school, the school district, or district programs

Approved information will be shared with families—either from the school or the district, or posted to Marietta City Schools social media—at the Director of External Affairs' discretion. To prevent waste, preference will be given to sharing in an electronic format.

Due to the importance placed on the instructional program remaining free from interruptions, requests for verbal announcements, student assemblies, and classroom visitations by respective organizations will generally not be granted.