

REGULATION

ROCHESTER COMMUNITY SCHOOLS
Rochester, Michigan 48307

RELATIONS
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COMMUNICATIONS: DISTRIBUTION OF SCHOOL SPONSORED AND NON SCHOOL SPONSORED MEDIA

School Sponsored Media:

- A. Communications that are developed by employees for system-wide distribution to staff members and/or students must be approved by the Director of Community Relations/Designee. This includes e-mail messages.
- B. Communications developed by employees for distribution within the school or department of which they are assigned must be approved by their immediate supervisor.
- C. No communications designed to promote an employee's personal business or other personal endeavors will be approved for distribution other than the Rochester Community Schools Market Place.

Non-School Sponsored Media:

- A. Communications developed by individuals, groups, or organizations for distribution to employees and/or students for system-wide, building, or department distribution must be approved by the Director Community Relations/Designee.
- B. Communications materials designed to promote a profit for an individual, business or organization will only be approved if there is a direct benefit to the Rochester Community Schools Foundation or Rochester Community Schools.

Approved: January 11, 1971

Revised: May 3, 2004