

**Greater Albany SD 8J
Board Policy**

Code: **KJA**
Adopted: 8/09/76
Revised/Readopted: 3/12/01; 5/20/02; 9/24/07;
9/24/15; 6/25/18
Orig. Code(s): BP 8600

Materials Distribution

Requests by individuals or groups to distribute pamphlets, booklets, flyers, brochures and other similar electronic materials to students for classroom use or to take home shall be submitted to the administration or designee. Materials and the proposed method of distribution shall be subject to administrative review.

The primary factor in decisions regarding the possible distribution of materials shall be the educational benefit to the student based on the curriculum goals of the district. Such concerns include: the material is or may be defamatory; the material is inappropriate based on the age, grade level and/or maturity of the reading audience; the material is poorly written, inadequately researched, biased or prejudiced; the material contains information that is not factual; the material contains negative racial, ethnic, religious or sexual bias; the material is used for religious or political proselytizing or the material contains advertising that violates public school laws, rules and/or policy, is deemed inappropriate for students or that the public might reasonably perceive to bear the sanction or approval of the district.

Requests to distribute materials will be forwarded to the assistant superintendent who will decide whether the materials are considered appropriate for distribution and the method by which they should be distributed (such as electronically, in print, or posted). The information must be made available in Spanish. For a list of resources for translation services, contact the district office or visit our district website.

Principals are the final authority in deciding if and how materials will be distributed in their building.

Distribution procedures may include:

1. Primary means of distribution of materials from outside individuals or organizations will be through the electronic distribution service, Peachjar;
2. Notification to students or parents or guardians¹ of the availability of the materials in a specified location if this procedure is deemed less disruptive to the educational process; or
3. Solicitation of school-related groups such as parent organizations to distribute materials.

The following disclaimer must appear on materials from outside of the district: "Disclaimer: This activity is not a school-sponsored activity and is not endorsed by the school or the Greater Albany Public School

¹As used in this policy, the term parent includes legal guardian or person in a parental relationship. The status and duties of a legal guardian are defined in ORS 125.005 (4) and 125.300 - 125.325. The determination of whether an individual is acting in a parental relationship, for purposes of determining residency, depends on the evaluation of the factors listed in ORS 419B.373. The determination for other purposes depends on evaluation of those factors and a power of attorney executed pursuant to ORS 109.056. For special education students, parent also includes a surrogate parent, an adult student to whom rights have transferred and foster parent as defined in OAR 581-015-2000.

District. The activities, products, or services advertised in this flyer are not endorsed by the school or the District."

The practice of distributing pamphlets, booklets, flyers, brochures and other similar electronic materials shall be periodically reviewed to ensure that the sheer volume of requests or the specific types of requests has not become an undue burden, cost or interruption to the educational process.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

46 OR. ATTY. GEN. OP. 239 (1989).

Cross Reference(s):

GBI - Gifts and Solicitations

KI - Public Solicitation in District Facilities