

## **Distribution of Announcements and Community Information \*\***

Requests by individuals or groups from outside the school district to distribute announcements, pamphlets, flyers, brochures, and other similar materials to students or staff shall be submitted electronically to the superintendent or designee. Materials will be reviewed and approved through an online process.

Those communications from public agencies or other organizations that include information of education concern or interest or benefit to youth and family, such as community events, classes, sports and recreation, and other opportunities may be allowed.

1. Material must be appropriate based on the age, grade level, or maturity of the reading audience and contain information that is factual.
2. Material may not be defamatory; must be free of racial, ethnic, religious, sexual bias, or gender bias; and not contain advertising that violates public school laws, rules, or policy.
3. Material must be easily readable for the intended audience and include contact name and telephone number, and email address (optional).
4. Material must contain disclaimer information that states: "The Corvallis School District does not necessarily sponsor this organization or its activities. The District assumes no liability for its contents or events arising out of this distribution."
5. Materials for fundraising events not related to the Corvallis School and conducted by an outside organization will not be distributed electronically.

The practice of distributing materials shall be periodically reviewed to ensure that the volume of the requests has not become an interruption to the educational process.

### **Distribution Methods**

Flyers may be distributed by school-affiliated organizations, contracting partners, qualified non-profit organizations, qualified for-profit organizations, students, and military recruiters upon approval in the following ways.

1. Community Display Area

Schools will provide clearly identified public bulletin board space with wording boldly posted: "This bulletin board is for announcements and communications from any group or individual. Placement of information on this board does not indicate endorsement by the Corvallis School District." Flyers and notices other than those from the school must be approved by the

superintendent or designee, following the guidelines for flyer distribution in the district, before they are posted. Flyers for Garfield, Lincoln, Linus Pauling, and Corvallis High must include Spanish version. School announcements should be posted separately. After a reasonable time period, flyers may be removed at the building principal’s discretion.

2. Electronic Sharing

An online format has replaced general paper flyer distribution. The Electronic Friday (E-Friday) Folder is a page on the district website for online flyer postings. It is updated weekly and shared with families through school email distribution lists. In addition to English, Spanish versions are strongly encouraged. Paper copies are still needed for Garfield, Lincoln, and Mt. View students.

3. Permitted Distributions

Distributor	Example	Distribution Method
School-affiliated organizations <i>Exist solely to support Corvallis School District. Examples: PTA, PTO, Booster Clubs, Foundation, student clubs.</i>	Fundraising events, community building, work parties	<ul style="list-style-type: none"> <li>• Community display areas</li> <li>• At school events</li> <li>• Classroom hand-outs</li> <li>• In registration packets</li> <li>• School newsletters and reader board</li> </ul>
Contracting partners <i>Jointly provide programs or services for district students. Examples: Trillium, LBCC Parent Success Network.</i>	Mental health services, parenting classes	<ul style="list-style-type: none"> <li>• Community display areas</li> <li>• Through teacher hand-outs</li> <li>• In registration packets</li> <li>• School newsletters and reader board</li> <li>• Family nights and resource fairs</li> </ul>
Qualified non-profit organizations <i>Provide educational, athletic, or enrichment opportunities for youth. Examples: government agencies, Corvallis Parks and Recreation, Boys and Girls Club, Scouts, Arts Center, Environmental Center, Assistance League, Heart of the Valley Choir</i>	Enrichment and activities for students outside of school hours, family oriented community events	<ul style="list-style-type: none"> <li>• Community display areas</li> <li>• E-Friday Folder</li> <li>• Family nights and resource fairs</li> <li>• Short announcement in school newsletter at discretion of principal</li> </ul>
Qualified for-profit organizations <i>Serve the educational, athletic, or enrichment interests of youth. Examples: language schools, private tutoring, martial arts</i>	Enrichment and activities for students outside of school	<ul style="list-style-type: none"> <li>• Community display areas</li> <li>• E-Friday Folder</li> <li>• Family nights and resource fairs</li> </ul>