

Estacada School District 108

Code: **KJA**
Adopted: 2/99
Readopted: 7/14/04; 10/12/16
Orig. Code(s): KJA

Materials Distribution**

Request by individuals or groups to distribute pamphlets, booklets, flyers, brochures and other similar materials to students for classroom use or to take home shall be submitted to the school administration. Materials themselves as well as the proposed method of distribution shall be subject to review.

Materials shall be reviewed based on legitimate educational concerns. 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 is not free of racial, ethnic, religious or sexual bias; 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 sanctions or approval of the district.

The administration shall determine distribution procedures. Such procedures may include:

1. Solicitations of school-related groups such as the parent organization to disseminate materials;
2. Distribution to each student before or after class if materials are not directly related to the instructional goals;
3. Notification to students or parents of the availability of the materials in a specified location if this procedure is deemed less disruptive to the educational process;
4. Inclusion of materials in a direct mailing or electronic mail to parents.

The practice of distributing pamphlets, booklets, flyers, brochures and other similar materials shall be periodically reviewed to ensure that the mere volume of requests have not become an 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
IIAD - Special Interest Materials