

# Klamath Falls City Schools

Code: **KJA**  
Adopted: 5/09/94  
Readopted: 10/09/06; 3/06/17  
Orig. Code(s): 91002

## **Materials Distribution\*\***

Requests 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 superintendent or designee. Materials themselves as well as the proposed method of distribution shall be subject to review by the superintendent or his/her designee.

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 sanction or approval of the district.

The superintendent or designee shall determine distribution procedures. Such procedures may include:

1. Distribution to each student before or after class if materials are not directly related to the instructional goals;
2. 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;
3. Inclusion of materials in a direct mailing; or
4. Solicitation of school-related groups such as parent organizations to disseminate materials.

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

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**Legal Reference(s):**

[ORS 332.107](#)

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

**Cross Reference(s):**

GBI - Gifts and Solicitations

IIAD - Special Interest Materials

KI - Public Solicitation in District Facilities

KJ - Advertising in District Facilities