

Lane Education Service District Policy

Code: **KJA**
Adopted: 12/7/93
Readopted: 2/26/02
Orig. Code(s): KJA

Materials Distribution

Requests by individuals or groups to distribute pamphlets, booklets, flyers, brochures and other similar materials to students shall be submitted to Lane ESD administration. The materials themselves and the proposed method of distribution shall both be subject to review.

Materials shall be reviewed and requests denied based on legitimate educational concerns as determined by the ESD. 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 ESD.

The superintendent or designee shall determine distribution procedures for all approved requests. 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 ESD-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 has not become an interruption to the educational process.

END OF POLICY

Legal Reference(s):

[ORS 334.125 \(7\)](#)

46 Op Atty Gen 239 (1989).

Cross Reference(s):

EGAB - Courier Service