

Materials Distribution**

Requests by out of district 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 district administration. Materials and 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 or is deemed inappropriate for students.

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

1. Electronic distribution to parents via email or other electronic distribution tools
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. Solicitation of school-related groups such as parent organizations to distribute 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 332.107](#)

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

Cross Reference(s):

GBI - Staff Gifts and Solicitations
IIAD - Special Interest Materials