

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

Requests by groups or individuals to distribute pamphlets, booklets, flyers, brochures and other similar materials to students for classroom use or to take home shall be submitted to the administration. Materials and the proposed method of distribution shall be subject to review. The material shall be reviewed based on legitimate educational concerns.

Materials submitted for review must offer educational and/or extracurricular learning opportunities for students, staff and/or parents. The district does not allow commercial advertising in any of its facilities.

The district will review requests from community-based, nonprofit organizations at least on a bi-monthly schedule. The district will review requests based on the following criteria:

1. Flyers must be from community-based, school or district partners, nonprofit organizations;
2. Program or event should have a clear benefit to students and families, and be aligned in some way with our district mission/goals;
3. No commercial advertising of any kind will be accepted;
4. Flyers must offer educational or extracurricular learning opportunities for students, staff or parents;
5. Cooperation will not interfere with the school program;
6. Flyers must be submitted in their final form (no drafts);
7. Material must be free of racial, ethnic, religious and sexual bias;
8. Material must not promote violation of public school laws, rules and/or policy, and must not be deemed inappropriate for students or that the public might reasonably perceive to bear the sanction or approval of the district; and
9. Material is not defamatory.

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

1. Distribution to students in “take home packets”;
2. Distribution to students 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 specified location if this Procedure is deemed less disruptive to the education process;
4. Solicitation of school-related groups such as parent organizations or school partnerships to distribute materials;
5. Release of promotional material for nonschool, athletic and cultural events only through appropriate school departments;
6. Allowing materials to be left or displayed in the school office or designated area to be picked up by students or parents; or
7. Posting the material on the school's community bulletin board.

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