

### **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 school administration. Materials 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 following: 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. Any material approved for distribution shall include a notation that reads: "Siuslaw School District does not endorse or sponsor the activities and/or information contained in community flyers."

The administration shall always prohibit distribution of material that: advertises or promotes any product or service not permitted to minors by law; or will take place at an organization that conducts business that is illegal or inappropriate for minors.

The superintendent or his/her designee shall determine distribution procedures depending on the situation. Such procedures may include, but not be limited to, the following:

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 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