

**Willamette Education
Service District**

Code: **KJA**
Adopted: 7/8/03
Readopted: 10/11/05; 8/10/10
Orig. Code(s): None

Materials Distribution

The ESD shall distribute approved printed materials from the Oregon Department of Education, other state agencies, local districts, and other agencies as approved by the Superintendent or his/her designee.

Requests for distribution of any other materials shall require approval of the Superintendent and/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 the law, 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. 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 OR. ATTY. GEN. OP. 239 (1989)

Cross Reference(s):

GBI - Gifts and Solicitations

IIAD - Special Interest Materials

KI - Public Solicitation in ESD Facilities