

## **Distribution of Information**

### **Procedure 4060P**

Individuals or groups seeking to distribute information about non-school programs or activities will submit a request on the digital flyer distribution website for the approval of the superintendent's office.

The district will publish its approval process for the posting of e-fliers on the district website and will verify that submitting organizations have valid nonprofit or governmental status. In order to be considered for posting, the flier must:

- promote the academic, vocational, or social/civil/cultural growth of students;
- contain an express disclaimer that the school and the school district do not endorse or sponsor the organization promoting the activity;
- prominently display any possible scholarship availability; and
- be screened for the appropriateness of its content, and may not contain;
  - any obscene, lewd, or vulgar content;
  - any language proselytizing or disparaging religion;
  - any libelous language;
  - any language that is intimidating, demeaning, harassing, or threatening on the basis of race, ethnicity, creed, religion, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation, gender expression, gender identity, homelessness, immigration or citizenship status, marital status, the presence of any sensory, mental, or physical disability, neurodivergence, or the use of a trained dog guide or service animal by a person with a disability, including, but not limited to racial, sexual, or ethnic slurs;
  - any promotion of commercial enterprises; or
  - any promotion of the violation of existing laws, regulations, or ordinances, or official school policy, rules, or regulations

The district will direct school newsletter editors to include information directing students and their parents to the website for community e-fliers.

Organizations and government entities that approach individual schools with requests to distribute materials to students will be directed to the district website or the superintendent's office.

Approval to distribute the information does not reflect the district's endorsement or sponsorship of the activity.

The superintendent's designee will review and determine whether the materials are approved for distribution. Any further review will be by the superintendent whose decision is final.

Approval by the superintendent/designee indicates that the material has been screened for content and appropriateness in keeping with Policy 4060.

In consideration of the privilege to distribute/display materials, the district will be held harmless from any cause of action filed in any court or administrative tribunal arising out of the distribution of these materials, including costs, attorney's fees, and judgments or awards.

Adopted: 03.13.06

Revised: 08.08 | 08.11 | 01.25.16 | 12.11.23 | 08.11.25