

## **PROCEDURE 4060P – DISTRIBUTION OF INFORMATION**

Individuals or groups seeking to distribute information in schools will submit to the superintendent or designee a statement of the recreational or educational value to students.

Dissemination of the information does not reflect the district's endorsement or sponsorship of the activity. All materials distributed must contain the statement "The district does not sponsor or endorse this event/information and the district assumes no responsibility for it.

The district or the school will not distribute materials that:

- A. Are obscene, lewd, or vulgar;
- B. Are libelous;
- C. Contain language that is intimidating, demeaning, harassing or threatening on the basis of race, religion, color, national origin or ancestry, sex, gender identity, sexual orientation, age, disability, marital or veteran status, including, but not limited to, racial, sexual, or ethnic slurs;
- D. Promote commercial enterprises;
- E. Promote the violation of existing laws, regulation or ordinances, or official school policy, rules or regulations; or
- F. Proselytize or disparage religious beliefs.

The Executive Assistant or Designee will review and determine whether the materials are approved for distribution to students. Any further review will be made by the superintendent/designee whose decision is final.

The following is for school districts wanting to make information available via their website instead of in physical format

Nonprofit organizations and government entities may submit information about activities for students to identify as appropriate i.e., the communications department to be considered for publication on the district website as community e-fliers.

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;
- be screened for the appropriateness of its content, and may not contain any language proselytizing or disparaging religion;
- be made available in designated quantities for students who do not have web access; and
- prominently display scholarship availability.

The district will provide school newsletter editors with news articles 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 offices.

Upon request, schools with available space and resources to do so, are authorized, but not required, to allow equal access for nonprofit organizations and government entities to leave fliers, approved in advance by the district, on available unmanned information tables as space permits at such events as curriculum nights and open-house events. When such requests to leave fliers are approved by the principal, the principal must verify with the communications department that each organization leaving fliers on available tables is an approved nonprofit organization or governmental agency and that the particular flier has been screened and approved.

Inclusion of such information tables shall not impede or detract from the school's intended program. Principals who approve requests by organizations/entities to leave fliers for a particular event are authorized to limit tables and fliers to space available.

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Mount Baker School District  
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