

### **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 superintendent's office for approval. Materials themselves as well as the proposed method of distribution shall be subject to review.

All 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 or 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 school-age children or that the public might reasonably perceive to bear the sanction or approval of the school district.

Materials shall be specifically for students or parents that live within the district's boundaries and shall include information geared toward school aged students that attend public school. Materials will be accepted for nonprofit activities, such as those provided by local YMCA or scouting agencies. Flyers that advertise an activity provided by a profit agency that is free to students will also be considered.

Distribution shall be allowed once final approval is complete and school offices have been notified. All approved materials will be printed and/or prepared for distribution by the outside agency and delivered to the appropriate school or the district's main office as directed.

The administration 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, in weekly folders, handed out to students to put in their backpack at the end of the day, or sent home electronically via email; or
4. Solicitation of school related groups such as the PTA 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 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)