

CLOVER PARK SCHOOL DISTRICT
Policy Series: Community Relations

Policy No. 4060

Distribution of Materials

Organizations wishing to distribute flyers, bulletins or other materials must complete the district's Request to Distribute materials process.

The superintendent or his/her designee will develop procedures for the distribution of materials to students, families and staff in Clover Park School District schools by nonprofit organizations, colleges/universities and organizations supporting school activities.

Distribution of Materials to Students and Families

Community flyers and other materials posted on district and school websites and/or sent home with students that provide information to families must be from nonprofit organizations having social, recreational or educational value to students. The dissemination of such materials is solely to provide parents with information on activities outside the school district that may be of interest to their children. It does not reflect the district's endorsement or sponsorship of the activity. The school or district shall not distribute materials that:

- A. Advocate a specific candidate for office or a specific voter issue;
- B. Advocate or promote the violation of existing laws, regulations or ordinances, or official school policy, rules or regulations;
- C. Proselytize or disparage religion;
- D. Are obscene, lewd or vulgar;
- E. Are libelous;
- F. 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; or
- G. Promote commercial enterprises.

The distribution and/or posting of information to students and/or parents/guardians from "for profit" organizations may be authorized by the superintendent or designees when in his/her judgment, the potential value to students and/or public is of significant educational and/or recreational value or may compliment fund-raising efforts of associated student bodies.

All materials approved for distribution must contain the following statement:

"The district does not sponsor this event/activity/offer and the district assumes no responsibility for it. In consideration for the privilege to distribute these materials, Clover Park School District shall be held harmless from any cause of action filed in any court or administrative tribunal arising out of the distribution of these materials, including all costs, attorney's fees and judgments or awards."

Any material intended for districtwide distribution must be approved by the Community Relations director/designee.

CLOVER PARK SCHOOL DISTRICT
Policy Series: Community Relations

Policy No. 4060

Distribution of Materials to staff

Nonprofit organizations wishing to distribute materials promoting training programs, professional development, out-of-district educational activities and other opportunities to school or district staff must complete a Request to Distribute form; include the district disclaimer on the materials; and show proof of nonprofit status. Once approved by community relations staff, the organization will print the materials and approval form for distribution to staff. No materials will be posted on school websites. The materials may be distributed to school or department staff if approved by the school principal or department director.

Adoption Date: 11.18.02

Clover Park School District

Revised: 06.14.10; 06.11.12; 05.12.14; 05.09.16

Discretionary