

DISTRIBUTION OF INFORMATION AND MATERIALS TO STUDENTS

Any person or organization wishing to distribute materials to students at one or more schools must comply with the following procedures:

1. An original copy of the material proposed for distribution must be submitted to the Community Relations Office for approval prior to distribution to a school. The person or organization submitting the material shall provide contact and/or other information necessary to document the scope and specifics of the request for distribution on a district-prescribed form.
2. The material to be distributed must identify the sponsoring person or organization and must prominently display the following sentence in at least 12 point font on the front side of the material: “The South Kitsap School District does not sponsor or endorse the activity and/or information contained in this flyer.” Such disclaimer may be applied to the material by sticker or stamp, or incorporated into the original graphical layout of the material prior to printing. If the disclaimer is incorporated into the material prior to printing, the sentence must be set apart from any other text on the front of the material.
3. The material to be distributed must offer information about activities of social, recreational or educational value to students of the age to whom the material is to be distributed.
4. As an educational environment, the district has the responsibility to teach students not only what is legal, but also what is civil and socially responsible. As such, materials distributed to students shall not use obscene, indecent or offensive language or graphics which would otherwise be prohibited by any of the district’s rules for student conduct. Such materials must not advocate the violation of laws, district policies or school rules.
5. As a limited open forum, the district shall not condition approval of material on the viewpoint, including religious viewpoint, of the person or organization wishing to distribute material to students. The scope of the forum, however, is limited to information about activities, and does not include material that advocates, persuades or proselytizes in favor of a particular political, religious, or social viewpoint.
6. Persons and organizations whose materials contain permission or registration forms, or request a fee of any kind shall not use school staff for the collection of such forms or monies.
7. The Director of community relations will review the materials for compliance with these procedures, and provide a signed Permission to Distribute form for all materials approved for distribution. A copy of the Permission to Distribute Form must be included with all materials delivered to schools for distribution.
8. The sponsoring person or organization wishing to distribute materials to students must deliver appropriate numbers of copies in designated bundles to the schools where the materials are to be distributed. Outside materials will not be sent through district mail. Copies of materials to be distributed in grades K-3 must be bundled together in sets of 25; grades 4-6 in sets of 32; secondary school grades in sets of 150-250. Each bundle

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must be clearly marked with school and grade. The number of classes in each school will be available from the Community Relations Department.

9. The district does not guaranty that approved materials which comply with these procedures will be distributed on any particular day or to any particular student. The timing and method of distribution to classrooms and students at a specific school is delegated to the professional discretion of certificated administrators and teachers at that school building, provided that materials shall not be distributed to students at any time or in any manner that disrupts the educational process.

10. Approval of material under these procedures in no way implies sponsorship or endorsement of the activities and information in the material submitted for distribution.