

## **Non-school Related Distribution of Materials and Contacts with Students**

Schools are frequently regarded as the convenient, quick, and inexpensive venue for the distribution of information to students and parents. As a courtesy to non-profits that have an aligned program with the mission of the school district, processes have been created to make possible this distribution if it can occur in a non-disruptive way.

### **1. Non-Profit Agencies**

Yakima schools may distribute information from non-profit organizations to students that, in the opinion of the superintendent or the district designee, have social, recreational or educational value to the students. The effect on students of such communication and participation shall be given paramount consideration.

### **2. District Requirements**

The district will evaluate each request on its own merit and will be the sole judge of the request's fulfillment of district requirements.

Any non-profit group that seeks to distribute information district-wide or school specific about its program shall submit an application form, OP 4320.1X. A copy of the flier must accompany the form. If distribution of the flier is approved, that organization is responsible for making a photocopy of the signed permission to distribute available to each school building's office and for counting and bundling the items for students into packets of thirty (30) for the appropriate number of classrooms. Also, if distribution of the flier is approved, the district designee shall so notify the principals of the effected schools.

All materials distributed must contain the disclaimer "Yakima School District has neither reviewed nor approved the program, personnel, activities, or organizations announced in the flyer. Permission to distribute this flyer should not be considered a recommendation or endorsement by the Yakima School District. Yakima School District shall be held harmless from any causes of action filed in any court or administrative tribunal arising out of the distribution of these materials, including all cost, attorney's fees, judgements, or awards."

When requesting to distribute publications, agencies must indicate the social, recreational or educational value the program provides to students.

### **3. Distribution Process**

Publications shall be distributed in the following manner district-wide or school specific:

- 3.1 Materials described in OP 4320 to be decided at the district level for district or school distribution will be reviewed and approved or disallowed in writing on form 4320.1X by the superintendent or district designee. If distribution is approved, the district designee shall contact the effected school principals. A photocopy of the permission form must be presented to the school building office with the materials to be distributed. These materials may be further screened by the principal for appropriate day of distribution if the volume of communications going home is especially high.
  - 3.1.1 Approved materials must be in the building twenty-four (24) hours before the planned distribution; information to be sent to district parents must be translated into Spanish or

have in Spanish a telephone reference for questions to be answered for the benefit of Spanish-speaking parent(s)/guardian(s).

- 3.1.2 The principal or designee is aware of the total volume of materials being sent home with the students and, therefore, is the final authority on the distribution date.
- 3.1.3 Materials must be counted into banded bundles of thirty (30) so that ample numbers are available for a classroom of students.
- 3.1.4 Organizations will not be allowed to use the school's intercom systems, daily announcements, newsletters or email to advertise their product or program for students.
- 3.1.5 A poster or other form of visual communication may be posted on a community bulletin board in a school with the principal's permission following superintendent's designee decision.
- 3.1.6 No commercial publications shall be posted or distributed unless their purpose is to further a school activity, such as graduation, class pictures or class rings.

#### **4. Courtesy Efforts**

The district supports distribution of materials as a way to inform students regarding social, recreational or educational opportunities. As such, the district is not responsible for the possession of the materials or for the effectiveness of the distribution after the materials are given to students.

#### **5. District Right of Refusal**

The district will not consider requests for distribution of printed materials through the schools from any of the following organizations:

- 5.1 profit-making organizations;
- 5.2 outside organizations seeking to access students or adults for fund-drive purposes;
- 5.3 advocacy organizations promoting (or opposing) programs in the political, social, health or economic areas; or
- 5.4 organizations that solicit, proselytize or disparage religious beliefs.

#### Cross References:

- (cf.: 2317 – Distribution of Advertising)
- (cf.: 2322 – Guest Speakers)
- (cf.: 2340 – Religious-related Activities and Practices)
- (cf.: 4310 – Contacts with Staff Including Distribution of Materials to Staff)
- (cf.: 4311 – Distribution of Materials and Contacts with Staff Including Electronic Mail)
- (cf.: 4320 – Distribution of Materials and Contacts with Students Promoted by Outside Agencies)

#### Legal References:

- RCW 28A.330.100 - Additional Powers of Board

#### Adoption Date:

- 770419
- 950321
- 961126
- 041022
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- 110713
- 150323