

DISTRIBUTION OF MATERIALS: 4060P

Distribution of materials by nonprofit organizations and government entities may be requested by submitting information through the District's approved flier distribution platform for review and approval by the Communications Department.

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 upon request; 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.

For-profit companies' materials will only be distributed to district staff.

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, regulations or ordinances, or official school policy, rules, or regulations; or
- F. Proselytize or disparage religious beliefs.

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The Communications Department designee will review and determine whether the materials are approved for distribution to families. Any further review will be made by the Superintendent/designee whose decision is final.

Annual distribution by non-profit organizations may be obtained on a case-by-case basis.

Distribution to Sites

The District will not deliver non-district fliers/information through its internal mail system. Fliers and information must be uploaded to the approved district platform.

The building principal has the final authority regarding the distribution of materials at their building.

District Hold Harmless Statement

All materials distributed must contain this statement:

“This event is not sponsored by Federal Way Public Schools and the District assumes no responsibility for the conduct or safety during the event. In consideration for the privilege to distribute this information/hold this event, the organization shall defend, indemnify and hold Federal Way Public Schools harmless from any and all claims, injuries, damages, losses or suits including attorney fees arising out of or in connection with this event, except for injuries and damages caused by the sole negligence of the district.”