

PROCEDURES - DISTRIBUTION OF INFORMATION

4060P

North Thurston Public Schools supports an environmentally-friendly online information distribution process that reduces waste, saves district staff time, streamlines information for families, and eliminates paper costs for organizations.

Community organizations and government entities that approach individual schools with requests to distribute materials to students will be directed to the Communications Department. Information on how to submit digital flyers and the approval process can be found on the district website.

Nonprofit organizations and government entities may submit information about activities for students to the Communications Department to be considered for publication through communications channels.

The district will publish its approval process for publication on the district website and will verify that submitting organizations have valid nonprofit or governmental status. To be considered for publication, the flyer 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; and
- prominently display scholarship availability.

All materials and activities must be consistent with North Thurston Public Schools policies and federal and state law. Materials or promotions will be prohibited from publication if they:

- a. Promote the use of illicit drugs, alcohol, tobacco, or firearms;
- b. Promote hostility, disorder, or violence;
- 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. Are libelous;
- e. Proselytize or disparage any religion;
- f. Promote or oppose any political candidate or ballot proposition;
- g. Are obscene, lewd or vulgar;
- h. Inhibit the functioning of any school; or
- i. Promote commercial enterprises

PDigital flyers must contain the following disclaimer:

This is NOT a school-sponsored activity. North Thurston Public Schools has neither reviewed nor approved the sponsoring organization or its program, personnel, and activities announced in this flyer. The sponsoring organization and participants agree to protect, indemnify, and hold harmless the district, its board of directors, employees, and agents, from any and all claims, liabilities, damages, expenses or rights of action, directly or indirectly attributed to the organization, or its program, personnel and activities. Permission to distribute this flyer should not be considered an endorsement or recommendation of the program by the district.

Upon request, schools with available space and resources to do so, are authorized, but not required, to allow equal access for nonprofit organizations and government entities to leave flyers, approved in advance by the district, on available unmanned information tables as space permits at such events as curriculum nights and open-house events. When such requests to leave flyers are approved by the principal, the principal must verify with the communications department that each organization leaving flyers on available tables is an approved nonprofit organization or governmental agency and that the particular flyer has been screened and approved. The flyer may be shared at the event but not posted or made available in the school office after the event.

Inclusion of such information tables shall not impede or detract from the school's intended program. Principals who approve requests by organizations/entities to leave flyers for a particular event are authorized to limit tables and flyers to space available.

The Superintendent or designee has the authority to deny any requests if it may create a potential for public controversy, a potential for incurring any district financial obligation, or is otherwise determined to be not in the best interest of the district.

Implemented: May 21, 2007

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June 27, 2011

June 24, 2015

April 22, 2025