

## **Procedure - Distribution of Information**

Individuals or groups seeking to distribute information in schools will submit to the superintendent or designee a statement of the recreational or educational value to students.

Dissemination of the information does not reflect the district's endorsement or sponsorship of the activity. All materials distributed must contain the following statements:

**School Disclaimer:** The Highland School District does not sponsor this event and assumes no responsibility for it. In consideration of the privilege to distribute materials, the Highland 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 costs, attorney's fees, and judgements or awards.

**Exención de Responsabilidades de la Escuela:** Los distritos escolares no patrocinan este evento y no asumen ninguna responsabilidad por el. En consideración al privilegio de distribuir materiales, los distritos escolares no deberán ser responsables de alguna causa o acción hecha en algún juzgado o tribunal administrativo que pudiera surgir por la distribución de estos materiales, incluyendo costos, cuotas de abogados y otorgamientos de fallos o gratificaciones.

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, ethnicity, creed, religion, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation, gender expression, gender identity, homelessness, immigration or citizenship status, marital status, the presence of any sensory, mental, or physical disability, neurodivergence, or the use of a trained dog guide or service animal by a person with a disability, including, but not limited to racial, sexual, or ethnic slurs;
- D. Promote commercial enterprises;
- E. Promote the violation of existing laws, regulation or ordinances, or official school policy, rules or regulations; or
- F. Proselytize or disparage religious beliefs.

The superintendent and/or designee will review and determine whether the materials are approved for distribution to students. Any further review will be made by the superintendent/designee whose decision is final.

Nonprofit organizations and government entities may submit information about activities for students to be considered for publication via the district parent communication platform and/or on the district website as community e-fliers.

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; and
- prominently display scholarship availability.

The district will provide school newsletter editors with news articles directing students and their parents to the parent communication platform or 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 office.

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 fliers, 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 fliers are approved by the principal, the principal must verify with the communications department that each organization leaving fliers on available tables is an approved nonprofit organization or governmental agency and that the particular flier has been screened and approved.

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 fliers for a particular event are authorized to limit tables and fliers to space available.

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Classification: **Critical**

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