

## **DISTRIBUTION OF INFORMATION OUTSIDE STEILACOOM HISTORICAL SCHOOL DISTRICT NO.1**

Non-profit organizations or government entities seeking to distribute information in schools will submit to the public information officer:

- A. A copy of the Internal Revenue Service declaration of their nonprofit status or be listed as a nonprofit organization on Washington Secretary of State's web site.
- B. A Request to Distribute Materials form and a copy of the materials to be distributed which will include the district's disclaimer statement as noted below.

Approved flyers will be placed on the Community Flyers page of the district's website. Organizations will need to email the signed and approved Request to Distribute Materials form and the approved flyer containing the district's disclaimer statement to each district school they want to distribute the flyer. The district school will then distribute the flyer in their next scheduled electronic communication update to families.

Dissemination of the information does not reflect the district's endorsement or sponsorship of the activity. All materials distributed must contain the statement "The Steilacoom Historical School district does not sponsor or endorse this event/information and the district assumes no responsibility for it."

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

The Public Information Officer 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.

In order to be considered for posting, the flyer must:

- promote the academic, vocational, recreational, 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; and
- prominently display scholarship opportunities if available.

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 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 public information officer 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.

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.

Organizations and government entities may request to have a representative at an information table to distribute approved flyers. These requests must be approved by both the public information officer and the school principal, with the following restrictions:

- Organization representatives must stay in the designated area when distributing information. They may not approach students in other areas of the school to distribute flyers and other materials.
- Organization representatives must register as volunteers and be approved through the normal volunteer approval process for the school and the district.

**Adoption Date: 06.11.12**  
**Steilacoom Historical School District No. 1**  
**Revised: 5.22.15; 05.09.18; 9.27.23**