

DISTRIBUTION OF MATERIALS TO STUDENTS BY COMMUNITY ORGANIZATIONS

Dissemination by the Olympia School District of materials from community organizations does not reflect the District's endorsement or sponsorship of the activity. All materials distributed must contain the statement: *"This is NOT a school-sponsored activity. The Olympia School District has neither reviewed nor approved the sponsoring organization or its program, personnel, and activities announced in this flier. 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 or activities. Permission to distribute this flier should not be considered an endorsement or recommendation of the program by the District."*

1. Flyers and other distributed materials must come from registered nonprofit organizations which are both compatible with the objectives of the school district and have social, recreational or educational value to students.
2. Materials must be approved by the Superintendent or designee. **Approval is required for each flyer that the organization wishes to have posted to the website and/or distributed to schools.**
3. Approved materials may be posted to the district's community information web page and/or distributed to schools.
4. Materials are considered **FOR APPROVAL OF DISTRIBUTION** when:
 - The organization is a registered nonprofit organization;
 - The organization is compatible with the objectives of the District;
 - The programs and events are held within Thurston County;
 - The programs or events are youth-related or related to youth education and have social, recreational and/or educational value to students;
 - If available, scholarships are prominently displayed and offered for students who cannot afford the services, and scholarship information is clearly explained on the flyer;
 - The sponsoring organization's name and contact information is clearly displayed on the flyer or other material(s); and
 - If an event is held at a district school, flyer information and layout should not imply that because the event is held there that it is endorsed by the school or the District.
5. The District **WILL NOT APPROVE** the distribution of materials that:
 - Contain words, images or symbols that are lewd, obscene, vulgar or sexual in nature;
 - Promote the use of illicit drugs, alcohol, tobacco or firearms;
 - Promote hostility, disorder or violence;
 - Advocates for or opposes a specific political issue, viewpoint, political candidate or ballot proposition;
 - Contains language that is intimidating, demeaning, harassing or threatening;
 - Contains language that is proselytizing in nature or promotes or disparages any religion;
 - Substantially disrupts, or may reasonably be forecast to substantially disrupt or materially interfere with, the educational process or school district activities;

- Advocates for or promotes the violation of existing laws, regulations or ordinances, or official District policies, procedures or regulations, or poses a substantial risk of causing a violation of the same through the materials’ distribution;
 - Places the school district in a non-neutral position with respect to a matter of controversy to which the District wishes to remain neutral;
 - Contains commercial taglines, logos, advertisement or other promotional material of for-profit entities and commercial activities except for a limited placement of logo(s) of an event or program sponsor; or
 - Fails to prominently display on the first page the disclaimer set out above.
6. All organizations must complete the following steps before their flyer is considered for posting on the district’s website and/or distributed at schools:
- Review Policy 4230 and Procedure 4230P
 - Provide the District with proof of the sponsoring organization’s 501(c)3 status or state nonprofit status. **Materials from for-profit companies do not qualify for distribution.**
7. The following procedures must be completed for each request:
- Those desiring posting of a flyer to the district’s website must submit proposed flyer electronically to the district’s Communications and Community Relations Office.
 - Those desiring to have the materials distributed to schools may provide 30 bundled and labeled copies for each school that would benefit from the offering. Those copies will be for counter/table top distribution only and will be made available for a period of two weeks. Bundled and labeled copies should be delivered to the Olympia School District’s Communications and Community Relations Department. **Materials shall NOT be distributed directly to schools.**
8. Student directory information will not be made available to outside organizations except as provided in Policy 3231.
9. School administrators may work directly with parent organizations to ensure distributed materials are clearly marked as non-district materials.



Procedure Established January 27, 2003
RenumberedMay 12, 2003
Revised.....August 8, 2011
Revised.....May 22, 2014