

## **Distribution of Materials and Contacts with Students Promoted by Outside Agencies Procedures**

The following practices will be observed:

### **1. At the building level:**

- 1.1 Schools may communicate or distribute printed information through students regarding Yakima schools and school programs and also Associated Student Body (ASB) and Parent Teacher Association (PTA), Parent/Teacher/Student Association (PTSA) and booster activities.
- 1.2 Schools will assist communication of and be assisted by PTA, booster, and other school support organizations for activities which promote the aims and objectives of the school program.
- 1.3 Accredited institutions of higher learning may be permitted by the high school principal to provide information for students.

### **2. At the district/superintendent/designee level:**

- 2.1 Schools may cooperate by distributing materials regarding community-sponsored activities and other non-school programs offered by non-profit organizations which offer scientific, artistic, sporting, cultural, or other community events open to the public insofar as these activities promote the aims and objectives of the school program.

### **3. The district will consider requests for distribution of printed materials through the schools from organizations which fulfill all of the following requirements:**

- 3.1 non-profit organizations whose objectives are compatible with the objectives of the schools;
- 3.2 non-profit organizations whose programs are complementary to school programs and tend to extend or enhance the school programs;
- 3.3 non-profit organizations which promote an educational program or benefit to the community;
- 3.4 the material is translated or has telephone reference for Spanish-speaking parents; and
- 3.5 the specific material to be distributed is of highly professional quality in content and format.

### **4. The district will not consider requests for distribution of printed materials through the schools from any of the following organizations:**

- 4.1 profit-making organizations;
- 4.2 outside organizations seeking to access students for fund-drive purposes;
- 4.3 advocacy organizations promoting (or opposing) programs in the political, social, health or economic areas; or
- 4.4 non-school or non-curricular organizations that have publications they want distributed through the schools except as they might qualify as detailed in section three (3).

## 5. District Requirements

The district will evaluate each request on its own merit and will be the sole judge of the request's fulfillment of district requirements.

Any non-profit group that seeks to distribute information districtwide about its program shall submit an application form exhibit 4320X in order to distribute information fliers. That organization is responsible for making information available to each school building's office and for counting and bundling items for students into packets of twenty-five (25).

## 6. Distribution Process

The material shall be distributed in the following manner:

- 6.1 Building Level: All materials identified in policy 4320 for distribution decisions made at the building level will be reviewed and approved or disallowed by the building principal or designee. Written permission on form 4320X will be given for each item to be distributed by an organization or an interest group.
- 6.2 District Level: Materials described in policy 4320 to be decided at the district level will be reviewed and approved or disallowed in writing on form 4320X by the superintendent or designee. A photocopy of the permission form must be presented to the school building office with the materials to be distributed. These materials may be further screened by the principal for appropriate day of distribution if the volume of communications going home is especially high.
  - 6.2.1 Approved materials must be in the building twenty-four (24) hours before the planned distribution; information to be sent to district parents may be translated into Spanish and/or have a telephone reference for questions to be answered for Spanish speaking parent(s)/guardian(s.)
  - 6.2.2 The principal or designee is aware of the total volume of materials being sent home with the students and, therefore, is the final authority on the distribution date.
  - 6.2.3 Materials must be sorted into bundles of twenty-five (25) so that ample numbers are available for students.
  - 6.2.4 Organizations will not be allowed to use the school's intercom systems, daily announcements, or newsletters to advertise their product or program.
  - 6.2.5 A poster or other form of visual communication may be put up on a community bulletin board in a school with the principal's permission following superintendent approval.
  - 6.2.6 No commercial publications shall be posted or distributed unless their purpose is to further a school activity, such as graduation, class pictures, or class rings.
- 6.8 The district is not responsible for the possession of the materials or for the effectiveness of the distribution after the materials are given to students.