

MATERIALS DISTRIBUTION

The Beaverton School District reviews materials distribution requests from community-based, nonprofit, and for-profit organizations on a monthly basis. Materials submitted for review must offer educational and/or extra-curricular learning opportunities for children, families, and/or staff.

Commercial advertising is not permitted unless specifically permitted as indicated by this administrative rule.

Review Process

1. The Communications & Community Involvement Department will establish a monthly schedule to review flyer requests.
2. Organizations must submit the following information to the Communications & Community Involvement Department for review prior to distribution:
 - a. A final pdf version of the materials to be reviewed, drafts will not be accepted;
 - b. A cover sheet with the following information:
 - i. Name and phone number of contact person in the event there are questions related to the submission;
 - ii. The email address to have the notification emailed;
 - iii. Who the materials are targeting. i.e. students, parents, staff or some combination thereof;
 - iv. The name of the school(s) and/or what grade level(s) the flyer is to be distributed.

3. All informational materials and announcements must include the following disclaimer:

“The Beaverton School District does not sponsor or endorse the activities and/or information contained in this material.”

4. Materials submitted for approval may be emailed to the Communications & Community Involvement Department.
5. School staff will utilize their school communications to facilitate the electronic distribution process.
6. The Communication & Community Involvement Department will provide schools with an approved list monthly.
7. Approved materials are valid for the duration of the program.

Material Requirements

Materials accepted for distribution or display must not:

1. Be obscene, indecent or vulgar;
2. Advocate illegal activities, violence, or hate;
3. Contain libelous or defamatory information;

4. Discriminate or contain bias toward an individual's race, gender, sexual orientation, religious or ethnic identity;
5. Be likely to cause substantial disruption of or material interference with discipline or the education of students in the school in which the material is posted or distributed;
6. Promote, favor or oppose a candidate for elected office or a ballot measure;
7. Advocate religion, a particular faith, or religious viewpoint through proselytization.

Modes of materials distribution or display include:

1. Student Distribution:

- a. **Electronic Distribution:** In order to lessen the impact on the environment, the District encourages the electronic distribution of approved materials. Approved materials will be posted to the District website under After School Activities and on school websites under Resources and may be included in school e-newsletters if a building use application is approved.
 - b. **Hard Copy Distribution:** Materials may be distributed directly to some students at the elementary level who do not have access to computers during school hours by school staff or approved volunteers. The District will not make copies of any materials submitted for distribution.
- 2. Community Information Tables (CIT):** This is an area in each school building where there is a designated table and/or bulletin board on which materials may be placed. (Limit 25 copies per school). Approved materials may be displayed on the CIT regardless of building use application approval.
- 3. Staff Distribution:** Approved materials may be distributed by hard copy to school staff lounges. (Limit 25 copies per school)
- 4. Signs, Posters, and Banners:** No signs, posters, and/or banners are allowed to be placed on school property that is visible from a street except as follows:
- a. National and state flags.
 - b. District or school specific announcement signs.
 - c. The Beaverton Education Foundation.
 - d. School monument signs and reader boards.
 - e. Sponsorship signage placed within a sports field such as wall signage on a baseball or softball outfield fence.
- 5. Website link** on the District's After School Activities web page.

Unauthorized Signage

1. Any signage installed or placed on District owned property, except in conformance with the requirements of this administrative rule, is declared to be a trespass and will be removed by the District.
2. Any signage removed from a District owned property will be disposed of at the time of removal from the site.

Intergovernmental Organization Agreements

Informational materials from the following groups shall be permitted to be distributed to students electronically once a month or displayed on Community Information Tables or bulletin boards as designated by the individual school:

- a. Tualatin Hills Parks and Recreation Department (THPRD) and its affiliated groups;
- b. Governmental agencies;
- c. Northwest Regional Education Service District (NWRESD)

Notice to Parents/Guardians

1. At the beginning of each school year, each school shall inform students and families (either in the school newsletter or some other fashion) that students will be receiving information from non-school sponsored community groups. The notice shall consist of the following statement:

Throughout the school year you may receive materials from various organizations in our community that offer educational and/or extra-curricular opportunities for your student and/or family. All materials are reviewed by the Communications & Community Involvement Department prior to distribution. The Beaverton School District does not discriminate against any community organization on the basis of age, color, creed, disability, national origin, religion, sex, or sexual orientation. The District does not sponsor or endorse the activities or information contained in these materials.

2. Each school shall clearly post on the community information display area or table the following notice:

The materials in this area are available to students and their families. All materials are reviewed by the Communications & Community Involvement Department prior to distribution. The Beaverton School District does not discriminate against any community organization on the basis of age, color, creed, disability, national origin, religion, sex, or sexual orientation. The District does not sponsor or endorse the activities or information contained in these materials.

Notice of Non-Discrimination

The United States Constitution requires schools to respect the right of all external organizations to distribute materials to students at school if the school district permits any such organization to distribute materials. Accordingly, the District cannot discriminate among groups wishing to distribute materials at school and does not endorse the content of any materials distributed at school.