

Procedures For Distribution of Youth-Related Materials

The Stanwood-Camano School District may distribute youth-related materials that pertain to district/school-related activities and educational and recreational activities in the community.

Materials submitted by outside organizations will not be made available to students and families unless authorization has been received from the Superintendent or designee. All written materials must abide by the policies of Stanwood-Camano School District and be consistent with the goals of the district. The social, recreational, or educational value for students, the benefit of the activity to students, and the potential impact on instructional time and any impact on district/school resources will be considered in granting approval. The district reserves the right to deny a request. Written materials that are distributed or posted must be appropriate for school-aged children as well as parents and the general public. Written materials must not discriminate against nor disparage any group or individual based on race, gender, ethnicity, sexual orientation, color, religious orientation, national ancestry or origin. Written materials may not threaten or intimidate any group or individual and cannot be unlawful in any way.

Materials submitted by outside organizations will be made available on the Stanwood-Camano School District Internet site and in school offices. Materials will not be distributed directly to students.

The distribution or posting of written materials outlined in this procedure does not pertain to the instructional materials generated by school administrators, teachers, and other staff members.

Written Materials that may be Distributed Directly to Students

The school may distribute written materials of the following type or purpose after approval from the school principal (These materials DO NOT require a disclaimer to be displayed on them):

1. Information sent by the Stanwood-Camano School District.
2. Announcements of school events, school sports events, official school club events, and school organization events, including school-sponsored or official school club-sponsored fund raising.
3. School newsletters, officially sanctioned student newspapers and publications, and parent organization newsletters and announcements.
4. Commercial promotions that are directly related to school and classroom activities approved by the school principal, e.g., Scholastic Book Company sales, magazine sales.

Approved Written Materials that may be made available to Students

The district and schools may make the following categories of written materials available to students after receiving approval from the Superintendent or designee (These materials MUST have the required disclaimer displayed on them before they can be considered for approval):

1. Announcements of educational opportunities, youth-oriented activities, sports and recreational activities offered by local, regional, and national non-profit community groups and organizations.
2. Announcements by governmental and non-profit agencies that pertain to child and family services.
3. Announcements of youth-oriented classes or activities in the community. Any material submitted for distribution to students by a for-profit organization must meet the guidelines outlined in Policy 4230 and this procedure.

The Stanwood-Camano School District will NOT distribute written materials to students for the purposes of non-school related fundraising, commercial advertisements and promotions, surveys or questionnaires

from outside organizations, political and religious promotions, and non-youth focused community events.

Materials from outside organizations may be made available to students on the district's website and in the school offices. Materials will NOT be distributed directly to students.

No more than 25 fliers may be placed in designated locations in the schools. The availability of the material may be publicized to students, staff and families via normal school communications and through district-wide communication efforts.

To request district approval of materials, **all** organizations must do the following:

1. Insert the following disclaimer so that it is clearly visible somewhere on the written material: *"The Stanwood-Camano School District has not reviewed the program, personnel, activities or organizations announced in the materials submitted by outside organizations and does not sponsor, endorse or guarantee any of the information in the materials provided."* **Any material delivered to the schools without prior approval and/or without the disclaimer will NOT be made available to students.**
2. Submit the **flier for approval** through the district's **e-Flier webpage on the district** website or in-person at the Administration & Resource Center, 26920 Pioneer Hwy, Stanwood, Washington, 98292.

The district will provide school newsletter editors with news articles directing students and their parents to 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 communications 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.

Stanwood-Camano School District
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