

## Community Relations

### Distribution of Materials Procedures

Parent organizations within the district are authorized to distribute their materials to students, consistent with the standards stated below.

Other non-profit organizations seeking distribution of information about their programs or events must submit to the Superintendent or designee a request at [fliers@sno.wednet.edu](mailto:fliers@sno.wednet.edu) for approval of their information, a copy of the information they wish to distribute and a copy of current official documentation of Washington state or U.S. non-profit (501(c)(3)) status.

The district will publish its approval process for the posting of electronic fliers on the district and school websites and will verify that submitting organizations have valid nonprofit or governmental status. In order to be considered for posting, the flier must:

- Promote the academic, vocational, or social/civil/cultural growth of students;
- Contain an expression disclaimer that the school district does 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;
- Be made available in designated quantities for students who do not have online access; and
- Prominently display scholarship availability.

Dissemination of the information does not reflect the districts or school's endorsement or sponsorship of the activity. All materials approved for distribution must contain the disclaimer : "The Snohomish School District has approved this information for distribution through its schools. The district does not, however, assume sponsorship of or responsibility for the actual content of any of the activities offered."

The district or the school will not distribute materials that:

1. Are obscene, lewd, or vulgar;
2. Are libelous;
3. Contain language that is intimidating, demeaning, harassing ,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;
4. Promote commercial enterprises or solicitation of funds, except for events that are fundraisers for the district, the Snohomish Aquatic Center, a school or program in the district, or a school booster club or parent organization;
5. Request information for non-school organizations, including surveys and questionnaires.
6. Promote or oppose political candidates, memberships or issues;

7. Promote the violation of existing laws, regulations , ordinances, or district/school policies, rules or regulations; or
8. Solicit, proselytize, or disparage religious beliefs.

The Communication's Office will review and determine whether the materials are approved for distribution. Any further review will be made by the Superintendent or designee whose decision is final.

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 paper copies of fliers. Approved in advance by the district, up to 30 hard copies may be accepted at each school and will only be made available in a central place in the school's main office to those requesting them. Hard copies must be provided and delivered to the schools by the requesting organization. Fliers will not be sent home with students and will not be displayed or posted throughout the school on bulletin boards or in other areas.

Organizations and government entities that approach individual schools with requests to distribute materials to students will be directed to the Communication's Office.

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