

**BEND-LA PINE SCHOOLS**

Administrative School District No. 1

Deschutes County, Oregon

**ADMINISTRATIVE REGULATION**

Name: Materials Distribution

Section: Community

Code: KJA-AR

**Purpose:**

Bend-La Pine Schools implements its Materials Distribution Policy (KJA) as follows:

**Definitions:**

1. Community Display Area – means an area in the school where there is a table and/or bulletin board on which materials may be placed.
2. School-Affiliated Organization – means an organization that exists solely to support Bend-La Pine Schools, and that are directly tied to the district’s pursuit of its educational mission. Examples include the Bend Education Foundation, parent-teacher organizations, and school booster clubs.
3. Qualified Non-Profit Organization – means a non-profit organization or governmental agency that provides educational, athletic, or other enrichment opportunities for youth. Examples include Bend Metro Parks and Recreation or Little League.
4. Qualified For-Profit Organization – means a for-profit organization that offers products or services that serve the educational, athletic, or enrichment interests of youth. Examples include SAT prep programs, youth camps, or private athletic training programs.
5. Contracting Partners – means non-profit or for-profit organizations or public entities which contract with Bend-La Pine Schools to jointly provide programs or services for district students on district property, such as before and after school care, health clinics, Family Access Network (FAN), and athletic programs, and the High Desert Education Service District (HDES).
6. Commercial Material – means material produced for the purpose of advertising products or services offered by for-profit businesses, the nature of which is not primarily related to serving the educational, athletic, or enrichment interests of youth. Examples include brochures or menus from local restaurants, or local sporting goods stores.
7. School Information Distribution Systems – means systems used by the district and school administrators and staff to distribute information to students and their families related to school events, programs, or services. School information distribution systems include but are not limited to newsletters in hardcopy form, websites, email, automated calling systems, public announcement systems, and reader board postings.
8. School Hours – means hours that students are in class, at lunch or recess, any other non-instructional time during the school day, or periods during which students may wait on school grounds before the start of school or for transportation after school.

## **Prior Approval by School Administrator:**

All material, regardless of its sponsor, must be presented to the school principal or his/her designee for review and approval before it is displayed or distributed on school property.

## **Permitted Distribution of Materials:**

### 1. Placement of Materials in Community Display Areas –

a. By School-Affiliated, Qualified Non-Profit, and Qualified For-Profit Organizations – School affiliated, qualified for-profit and qualified non-profit organizations may display materials in school community display areas.

b. By Commercial Businesses – Commercial material may not be displayed in community display areas unless it is related to a specific program or event offered by qualified for profit or non-profit organizations. In that case, the commercial material must be attached to the materials promoting such programs or events. For example, a local restaurant may not display its menu for its own advertisement purposes. However, if a restaurant is participating in a Little League fundraiser by offering a special discount to Little League supporters, then the restaurant may display its menu if it is attached to Little League materials describing the fundraiser.

### 2. Distribution of Materials During School Hours

a. By Students – This regulation is not meant to stifle the exercise of freedom of expression by students, which the district specifically recognizes is important to the learning, maturing, and growth process of its students. Accordingly, enrolled students may distribute material at the school where they are enrolled during the school lunch period, and 30 minutes before school begins and 30 minutes after school ends. High school students may also distribute materials between class periods. Materials distributed by district students may contain expressions of political, religious, or other editorial content. Examples include underground student newspapers and student campaign material advocating certain political positions. However, under no circumstances may students distribute material that is libelous, obscene, promotes illegal or unsafe actions, or is likely to cause disruption to the education or discipline of students.

b. By Contracting Partners – Material provided by contracting partners may be distributed directly to students or staff by school staff members, by teachers, or during scheduled programs offered by contracting partners during the school day.

c. By School-Affiliated Organizations – School-affiliated organizations may distribute material during non-instructional school hours, including lunch and recess. Material provided by school-affiliated organizations may also be distributed directly to students or staff by school staff members.

d. By Military and College Recruiters – in accordance with the Family Educational Privacy Rights Act (FERPA), and the district's desire to promote higher education, the district may allow presentations to be made by the United States military and institutions offering higher education and other post-secondary learning opportunities, during which time promotional material may be distributed to students. School administrators may designate specific times during which such presentations may be

made, and may restrict the number of presenters during such times. However, the school administrators will impose such restrictions in a manner which does not discriminate against presenters in any manner. For example, a school may host several college fairs throughout the school year, and limit the number of colleges who may participate on a first-come, first-serve basis, but a school may not exclude colleges because they are sponsored by a certain religious group.

3. Distribution of Materials at School Events After School Hours –

a. Annual Family Resource Fairs – Individual schools may host annual afterschool resource fairs during which qualified for-profit, qualified non-profit, and school affiliated organizations are allowed to present resources, products and services that serve students and their families. With the exception of such events, qualified for-profit and qualified non-profit organizations may not distribute materials at school events after school hours.

b. School-Affiliated Organizations – School-affiliated organizations may distribute materials at school events after school hours.

4. Distribution of Materials Through School Information Distribution Systems – With the prior review and approval of the school administrator, school-affiliated organizations and contracting partners may request distribution of materials related to school events, programs or services through school information distribution systems.

5. Registration Packets – Material provided by contracting partners and school-affiliated organizations may be distributed directly to students through inclusion in student registration packets. This distribution method is not available to any other non-school groups.

**Disclaimer:**

All community display areas shall have in full view a disclaimer stating that the material displayed is not endorsed or sponsored by Bend-La Pine Schools, and that Bend-La Pine Schools does not discriminate against community groups.

**Notice to Families:**

At the beginning of each school year, each school shall send home a notice to students and their families that they may receive information during the school year from community organizations advertising programs, resources, or events, and explaining the district's policy of non-discrimination.

**Materials Removal:**

The district reserves the right to remove outdated material from community display areas, and all material at the end of the school year.

Reviewed: 4/26/10, 1/9/12

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