

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 during classroom time.

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 for Distribution 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.

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.

Outside Organizations Requesting Approval of Distribution of Written Materials

To request district approval for the distribution of materials, 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.”*
2. Complete the “Request for Distribution of Non-School Information” form and attach a copy of the proposed material to be distributed. A form must be completed for each request. The form is available online at www.stanwood.wednet.edu or in the Administration & Resource Center at 26920 Pioneer Hwy, Stanwood.
3. Submit the completed request form and sample materials through the district’s website or in person at the Administration & Resource Center, 26920 Pioneer Hwy, Stanwood, Washington, 98292.
4. Any material delivered to the schools without prior approval and/or without the disclaimer will NOT be made available to students.
5. Materials from outside organizations will 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 will be placed in a designated location in the schools. The availability of the material may be publicized to students, staff and parents via normal school communications and through district-wide communication efforts.