

2011-2012 School Year
Approval Process and Distribution of Materials
to Tacoma Public Schools by Outside Organizations

School board regulation 4230R dictates what materials from outside the district can be disseminated to students in our schools.

Outside organizations that wish to distribute information, flyers, posters, etc., must do the following when seeking approval:

1. Submit either a pdf via email or a hard copy of exactly what you want to distribute and a copy of your non-profit status to Nikol Cartledge in the Public Information office, 601 S 8th Street, 7th floor, Tacoma, WA. 98405; telephone (253)571-1015; email ncartle@tacoma.k12.wa.us.
2. Include complete contact information (name, address, email and phone) for the response card to be emailed or mailed.
3. Include any request for headcount and/or to which student group you intend to distribute. A headcount estimate per school is on the following page. When submitting your materials for approval, please clarify if you intend to send one copy per student, or just a handful per school.

Notification of Approval/Non-Approval

You will receive a response card indicating approval status. Each week, an Administrator's Communication Packet tells principals what items have received approval for distribution to students. Principals receive the packet every Friday. You must wait until the subsequent Friday to send out your materials. If necessary, you may send materials sooner; HOWEVER, you must include a copy of our approval card with each bundle so principals will know materials have been approved for distribution.

Disclaimer notice

In order to distribute your materials you must add the following disclaimer language to your flier:

The district does not sponsor this event/activity/offer and the district assumes no responsibility for it. In consideration for the privilege to distribute these materials, the Tacoma School District No. 10 shall be held harmless from any cause of action filed in any court or administrative tribunal arising out of the distribution of these materials, including all costs, attorney's fees and judgments or awards.

Distribution Guidelines

Tacoma Public Schools Central Administration Mail Room does **NOT** distribute your information for you. You may do any of the following:

1. Mail your materials for distribution directly to the schools after you receive approval.
2. Bring your materials to the Central Administration Building at 601 S. 8th Street Mail Room at the "G" Street delivery entrance on the second floor and drop in the school bins directly. **PLEASE NOTE:** Mail Room staff are **NOT** responsible for distributing your information – your representative must put the materials directly into the school bins.
3. If you distribute materials one per student, **please bundle in quantities of 30.**
4. Please note, middle and high school students are not typically given materials to take home to parents; most schools will put your information on a handout table for voluntary pick up by students. Therefore, it is not necessary to provide one per student materials for middle or high school students. *Exception would be free tickets to events.*

A copy of the school board regulation governing this issue is on the following page. A list of what is not approved is included in this regulation.

Please contact Nikol Cartledge in Public Information at 253-571-1015 if you have any questions about this procedure.

2011-2012 School Year

ELEMENTARY SCHOOLS	ELEMENTARY SCHOOLS (CONT)	MIDDLE SCHOOLS
Arlington – 290	Lyon - 344	Baker - 627
Birney – 354	Manitou Park – 501	First Creek - 814
Blix – 442	Mann – 438	Giaudrone - 614
Boze – 335	McCarver - 414	Gray - 647
Browns Point – 466		Jason Lee - 510
Bryant – 446	Northeast Tacoma - 385	Mason - 805
Crescent Heights - 470	Point Defiance - 422	Meeker - 728
DeLong – 474	Reed – 470	Stewart - 626
Downing – 309	Roosevelt - 291	Truman - 834
Edison - 457	Sheridan - 569	
Fawcett – 356	Sherman - 366	HIGH SCHOOLS
Fern Hill – 351	Skyline - 377	Foss - 1078
Franklin – 251	Stafford - 437	Lincoln - 1496
Geiger – 308	Stanley - 264	Mount Tahoma - 1399
Grant -383		Oakland - 204
Jefferson – 309	Washington - 404	Science and Math Institute - 253
Larchmont – 346	Whitman - 388	Tacoma School of the Arts - 484
Lister – 548	Whittier - 498	Stadium - 1666
Lowell – 436		Wilson - 1492

Regulation 4230R: Distribution of Materials

Materials sent home with students must be from nonprofit organizations that have social, recreational or educational value to the students. The dissemination of such materials is solely to provide parents with information on activities outside the school district that may be of interest to their children. It does not reflect the district’s endorsement or sponsorship of the activity. The school or district shall not distribute materials that:

- A. Advocate a specific candidate for office or a specific voter issue;
- B. Advocate or promote the violation of existing laws, regulations or ordinances, or social school policy, rules or regulations;
- C. Proselytize or disparage religion;
- D. Are obscene, lewd or vulgar;
- E. Are libelous
- F. Contain language that is intimidating, demeaning, harassing or 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;
- G. Promote commercial enterprises.

The materials must contain the following statement: “The district does not sponsor this event/activity/offer and the District assumes no responsibility for it. In consideration for the privilege to distribute these materials, the Tacoma School District No. 10 shall be held harmless from any cause of action filed in any court or administrative tribunal arising out of the distribution of these materials, including all costs, attorney’s fees and judgments or awards.”

The Public Information director shall review and determine whether the materials are approved for distribution to students. Building principals/administrations shall monitor distribution of materials in the schools. Any further review shall be by the superintendent/designee, whose decision shall be final.

Approved: 10/12/04