

## Distribution of Materials and Solicitations

In allowing the distribution of material by non-district groups or individuals, the High Desert Education Service District (HDESD) or program in which material is distributed is not sponsoring, advocating, or recommending the group or its literature.

The following guidelines define the circumstances under which materials and information may be distributed. These regulations are designed to assure that district resources are focused on student education and achievement, and to assure the least amount of disruption or distraction in the educational process.

Generally, materials may be placed in the designated community display area for each HDESD facility, i.e. a designated table and/or bulletin board in which materials may be made available. All community display areas shall have in full view a disclaimer stating that the material displayed is not endorsed or sponsored by HDESD, and the HDESD does not discriminate against community groups. Use of other forms of distribution or solicitation including but not limited to newsletters, websites, email, and social media is generally prohibited unless the organization or individual is providing services by agreement or contract to students and families of HDESD.

Materials shall be reviewed based on legitimate educational concerns. Such concerns include: the material is obscene or is or may be libelous; the material advocates or promotes illegal actions; the material is inappropriate based on the age, grade level, and/or maturity of the reading audience; the material is poorly written, inadequately researched, biased or prejudiced; the material contains information that is not factual; the material is not free of racial, ethnic, religious or sexual bias; or the material contains advertising that violates public school laws, rules and/or policy.

Program administrators retain the authority to remove without notice material that does not meet guidelines, which is outdated, or as necessary to moderate the volume of material presented to students and staff. Program administrators also retain the authority to halt the distribution of material if such distribution appears to be creating disruption to educational activities.

Demonstrations of services or materials and canvassing of students or any school employee for the purpose of selling products or services shall not be permitted in HDESD facilities unless authorized by the superintendent or designee. Non-district sponsored organizations or individuals may not solicit funds from students or HDESD employees using HDESD property or sell tickets at HDESD facilities without first securing permission from the superintendent or designee. No approved solicitation shall occur during instructional time.