



IMPLEMENTATION OF BOARD POLICY 3.30.035-P DISTRIBUTION OF INFORMATION TO AND/OR FOR STUDENTS BY NON-SCHOOL GROUPS

Board Policy 3.30.035-P sets forth the criteria and conditions pursuant to which information from non-school groups can be distributed to and/or for students during the school day. This Administrative Directive sets forth the procedures the District shall follow in implementing that Board Policy.

I. Definitions

For the purposes of Board Policy 3.30.035-P and this Administrative Directive, the following terms are defined as:

- (1) Limited public forum means a public venue that has been opened for a limited purpose, such as use for certain subjects and by classes of speakers. Restrictions on speech in a limited public forum are permissible if they are viewpoint-neutral and reasonable in light of the purpose of the forum.
- (2) Service learning groups means groups who provide service-learning opportunities for students that are curriculum-related and are invited by the principal or designee to participate in activities designed to communicate their curriculum-related opportunities to students.
- (3) Armed Forces includes the United States Military Branches of Army, Air Force, Navy, Marines, and Coast Guard. Military Recruiter means a representative of one of the Armed Forces whose job is to secure enlistment of persons into the Armed Forces.
- (4) School hours means hours that students are in class, at lunch or recess or any other non-instructional time during the school day, or waiting on school grounds for transportation before or after school.

II. Establishment of Limited Public Forums

As directed by the Board, the following limited forums are established:

- (1) Community information display area (CIDA). The CIDA is an area in the school where there is a designated table and/or bulletin board on which materials may be placed.



- (2) Distribution directly to students during school hours by school staff or approved volunteers.

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ADMINISTRATIVE DIRECTIVE

3.30.038-AD





Examples: Vermont Hills Day Care, YMCA Day Care

statement; may distribute in CIDA and directly to students; materials are exempt from district pre-approval, except when desiring to distribute materials unrelated to the services established by the contractual relationship; at principal's discretion may have access to parents at after-school events primarily intended for adults with no attempts to recruit or entice students attending with their parents; materials are for programs, classes, or services solely at the school site and only for that school's students; electronic distribution at principal's discretion in school's newsletter only; District EDA permitted with non-discrimination statement

Public Bodies Serving Youth, Section III (5)

Examples: Public libraries, Parks and Recreation, Sun Schools

Materials exempt from district pre-approval, if no qualified for-profit or non-profit mentioned in materials; at principal's discretion may have access to students and families at after-school events; may distribute in CIDA and directly to students; at principal's discretion may have access to students during school hours for distributing information if participating as a service learning group or presenting curriculum-related material; electronic distribution at principal's discretion in school's newsletter only; District EDA permitted

Service Learning Groups, Section I (2)

Examples: SMART, Friends of Trees

All materials must contain their non-discrimination statement; may distribute in CIDA and directly to students; at principal's discretion may have access to students and families at after-school events; at principal's invitation may have access to students during school hours when presenting curriculum-related materials; electronic distribution at principal's discretion in school's newsletter only if related to the service learning topic; District EDA permitted with non-discrimination statement

Military or College, Section I (3)

No District EDA permitted; no electronic distribution; may have access to students during school hours for recruiting or distributing information; (Board Policy 6.20.043-P & Administrative Directive 6.20.041-AD)

Non-profits Neighborhood Associations, Section III (6)

Examples: Humboldt Neighborhood Association, Bridlemile Neighborhood Association

All materials must contain their non-discrimination statement; only articles regarding association's regular meeting may be placed in school newsletters (space permitting) and may only contain date, time, location, contact person and contact information; all other materials must receive district pre-approval with same restrictions as nonprofits mentioned in Section III (1)



VI. Distribution Approval Process

- (1) Non-profit groups serving youth and qualified for-profit groups serving youth without a district contractual relationship shall submit their materials to the Office of Student, Family and School Support at the Blanchard Educational Service Center, and have them approved for distribution before using any of the limited forums at the school.
- (2) Once the materials have been approved, the distributing group must send a sample of the materials approved for distribution to each requested school site along with the Distribution of Materials Request Form.



- counseling departments [See Board Policy 6.20.043-P & Administrative Directive 6.20.041-AD].
- (2) The only non-school groups that may address students during the school day at principal's discretion are:
 - (a) Non-profit groups serving youth that exist solely to support Portland Public Schools and are directly tied to the District's pursuit of its educational mission. These are limited to the Portland Schools Foundation, individual school foundations, individual parent teacher groups (affiliated with the Portland Council), and individual booster clubs (affiliated and recognized by individual schools).
 - (b) Military groups in accordance with Board Policy 6.20.043-P & Administrative Directive 6.20.041-AD.
 - (c) College representatives in accordance with Administrative Directive 6.20.041-AD.

IX. Notice to Families

- (1) At the beginning of each semester or trimester, each school shall inform students and families (either in the school newsletter or some other fashion) that students will be receiving information from non-profit or qualified for-profit groups. In that notice, each school may inform families of when they can expect to receive such information.
 - (a) When the EDA is established, the notice will explain the EDA and include suggested physical locations where parents may have access to the internet to view the EDA.
 - (b) Each school notice shall include the following statement:

The groups providing this information are not endorsed or sponsored by Portland Public Schools. District policy prohibits discrimination on the basis of age, color, creed, disability, marital status, national origin, race, religion, sex, and sexual orientation. BP 1.80.020. Not all outside groups comply with the District's non-discrimination policy. Families are strongly encouraged to review all materials closely."
 - (c) Electronic sample letters of this notice will be available for principals.



- (2) Each school shall clearly post in the CIDA the following notice supplied by the District in English and its translation into Chinese, Russian, Spanish, and Vietnamese.

"The materials in this area are available to students and their families. The groups providing information are not endorsed or sponsored by Portland Public Schools. District policy prohibits discrimination on the basis of age, color, creed, disability, marital status, national origin, race, religion, sex, and sexual orientation. BP 1.80.020. Not all outside groups comply with the Board's non-discrimination policy. Families are strongly encouraged to review materials closely."

X. Limitations on Distribution of Material

- (1) The materials distributed by non-profit and qualified for-profit groups under Board Policy 3.30.035-P and this Administrative Directive must pertain to the opportunities available for students and cannot be solely general information about the group.
- (2) No group, including non-profit and qualified for-profit groups, shall be permitted to distribute commercial or fundraising materials, even if it appears to benefit students. This restriction does not apply to entities that exist solely to support Portland Public Schools and are directly tied to the District's pursuit of its educational



- (d) Is likely to cause substantial disruption of or material interference with discipline or the education of students in the school in which the material is posted or distributed
 - (e) Promotes, favors or opposes a candidate for elected office or a ballot measure
 - (f) Advocates religion or a particular religious teaching through proselytization
- (6) Students shall not be required to take home or read any non-school related literature.
- (7) Only those groups mentioned in Section III (2) and (4) may request that their paper materials be included in opening day packets, however, they are to be included only at the principal's discretion.

XI. Distribution to District Staff

Board Policy 3.30.035-P and this Administrative Directive do not apply to the distribution of material to students by staff that is related to the curriculum or to counseling responsibilities. Examples include, but are not limited to: Saturday Academy, Crisis Center groups, counseling resources, college catalogues, and OMSI catalogues.

XII. Electronic Distribution

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XIII. Delivery of Materials to Students

- (1) It is the responsibility of the school to deliver materials to students.
- (2) District maintenance services cannot be used for any for-profit or commercial activity.



XIV. Penalties for Violation of Board Policy and/or Administrative Directive

If any group violates the terms of Board Policy 3.30.035-P or this administrative directive, penalties may be imposed by the Superintendent or designee after discussions with the General Counsel.

XV. Distribution of District Materials

Materials considered to be the business of the district that are distributed to families by schools or district offices are exempt from this administrative directive.

History: Aprvd.2/6/06; Amd. 5/08/08