2014-2015 School Year
Approval Process and Distribution of Materials
to Tacoma Public Schools by Outside Organizations

School board regulation 4060R 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:

Section 1

If submitting distributed materials to any high school, middle school, and elementary school listed below please visit www.peachjar.com or contact our distribution of materials coordinator, Brianna Jones at 253-571-1015 or bjones1@tacoma.k12.wa.us for instructions on our new electronic distribution method. Arlington, Blix, Browns Point, Bryant, Crescent Heights, DeLong, Downing, Fawcett, Geiger, Grant, Jefferson, Lister, Lowell, McCarver, NE Tacoma, Pt. Defiance, Sherman, Skyline, Stanley, Washington, and Whittier

Fliers for the above schools will only be distributed through Peachjar during our one-year pilot project.

To ensure approval you must have Tacoma Public Schools disclaimer notice posted your flier.

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.

Section 2

Please follow the steps below if you are submitting materials to be distributed for the following elementary schools: Birney, Boze, Edison, Fern Hill, Franklin, Larchmont, Lyon, Manitou Park, Mann, Reed, Roosevelt, Sheridan, Stafford, and Whitman.

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 Brianna Jones in the Public Information office, 601 S 8th Street, 7th floor, Tacoma, WA. 98405; telephone (253)571-1015; email bjones1@tacoma.k12.wa.us.
2. Include complete contact information (name, address, email and phone) for the response card to be emailed or mailed.
3. 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.
4. Your materials must include the disclaimer notice highlighted above.

Notification of Approval/Non-Approval

For hard copy distributions, 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.

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.

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 Brianna Jones in Public Information at 253-571-1015 if you have any questions about this procedure.

### 2014-2015 School Year

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<th>ELEMENTARY SCHOOLS</th>
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<td>Whitman – 417</td>
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### Regulation 4060R: Distribution of Materials

Materials distributed to students and their parents/guardians 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 official 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. Any further review shall be by the superintendent/designee, whose decision shall be final.
Tacoma Public Schools supports an environmentally friendly online-only materials distribution process for nonprofit organizations that reduces waste, saves district staff time and eliminates paper costs for nonprofit organizations.

Approved: 06/17/2014