

# Rocklin Unified School District

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## Guidelines to Distribute Flyers and Non-school Information to Students

Rocklin Unified School District sincerely appreciates all individuals and organizations that provide valuable information and opportunities to our students. However, because our students are minors and are required by law to attend school, Rocklin Unified School District (RUSD) protects them from commercial solicitations during school hours. The individuals or organizations interested in placing or distributing literature in any of the RUSD facilities must fall under the following categories:

- Non-profit organizations
- Parent Teacher Associations/organizations or school booster clubs
- Higher education institutions (only if materials relate to educational opportunities for school-age students)
- Business that directly enhances or supports the school's educational program
- Governmental agency (e.g., Parks and Recreation)
- Supplemental education services (SES) provider authorized by the Department of Education and the District Office (information from private schools, charter school or for-profit organizations other than SES will not be distributed)

**Note:** *Fund-raising activities will be considered for approval only if they are school-sponsored.*

Materials approved for distribution shall further the district's intended purpose, directly benefit the students, support the basic educational mission of the district or be of intrinsic value to the students. Materials shall not promote any particular religious or political interest except as specified below.

### Distribution of Political Materials

The schools shall not distribute campaign materials pertaining to a candidate, party, or ballot measure. Campaign materials shall not be distributed on district property at any time other than at a forum in which candidates or advocates from all sides are presenting their views to the students during school hours, or during events scheduled pursuant to the Civic Center Act.

### Submission Process

**All requests must include a PDF image, in the event sites choose to post flyers on their respective websites. All requests must be submitted at least three weeks prior to an event or deadline.**

1. Complete a Request to Distribute Information to Students form available on the RSUD website.
2. Ensure the following disclaimer is included on the front of your flyer:  
*"These materials are neither sponsored nor endorsed by the Rocklin Unified School District. RUSD makes no representation regarding the nature or quality of the services or activities promoted. The Rocklin Unified School District 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."*

Board Members: Greg Daley • Wendy Lang • Todd Lowell • Camille Maben • Susan Halldin

3. If a non-profit, submit Internal Revenue Status 501(c)3 non-profit status together with your request (organizations which are approved by the California Department of Education and the District Office do not need to provide verification of 501(c)3 status).

### **The Approval Process**

Requests must be submitted to the office of Family & Community Engagement and Strategic Planning at [larnest@rocklin.k12.ca.us](mailto:larnest@rocklin.k12.ca.us).

Rocklin Unified School District's staff will review your request and a written response will be sent to you via e-mail.

Flyers may not be distributed to schools without the written approval from the Rocklin Unified School District.

Principals may decline distribution requests based on individual school situations including but not limited to testing schedule, the volume of flyer requests being submitted and available resources.

***Note:** It is the responsibility of the organization for getting the materials to each school. The School District's mail courier service cannot be used for this purpose. Distribution materials must be in the school five school days prior to distribution date. An enrollment count for district schools is available upon request. Our schools will not create, print or provide paper for copies, nor bear any expense, including staff time to collate or prepare materials.*

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**All submitted materials must comply with rules and regulations of the \*Rocklin Unified Board Policies. If flyers promote activities held at a Rocklin Unified school site, the organization must obtain an approval for the use of the facilities before the flyer can be distributed. Text and graphics on flyers must meet district standards and school rules. Flyers cannot denigrate any group, be sexually suggestive, promote drugs, tobacco, alcohol, gang/cult affiliation, weapons, fighting, violence, etc.**

**\*Please see Board Policy 1325 and Administrative Regulation 1325, available online, for the full and complete District regulations regarding distribution of flyers and non-school information to students.**