

Distribution of Materials Regulation

I. Guidelines.

Individuals, including students, may have the right to distribute on school premises, unofficial written material, petitions, buttons, badges or other insignia, at approved reasonable times and places, except expression which:

- a. is obscene to minors;
- b. is libelous;
- c. contains indecent, vulgar, profane or lewd language;
- d. advertises any product or service not permitted to minors by law;
- e. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion, gender, disability, age or ethnic origin);
- f. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

Distribution on school premises of material in categories (a) through (d) to any student is prohibited. Distribution on school premises of material in categories (e) and (f) to a substantial number of students is prohibited.

Distribution by any student of unofficial written material prohibited in this policy may be halted, and students may be subject to discipline including suspension and expulsion. Any other party violating this policy may be requested to leave the school property immediately and, if necessary, local law enforcement officials will be called.

II. Procedures.

Anyone wishing to distribute unofficial written material must first submit for approval a copy of the material to the superintendent or designee at least twenty-four hours in advance of desired distribution time, together with the following information:

1. Name and phone number of the person submitting request and, if a student, the homeroom number;
2. Date(s) and time(s) of day of intended display or distribution;
3. Location where material will be displayed or distributed;
4. The grade(s) of students to whom the display or distribution is intended.

Within twenty-four hours of submission, the principal will render a decision whether the material violates the guidelines. In the event that permission to distribute the material is denied, the person submitting the request should be informed in writing of the reasons for the denial. Permission to distribute material does not imply approval of its contents by either the school, the administration, the School Board or the individual reviewing the material submitted. The distribution of materials to students will not be prohibited based upon race, color, sex, marital status, national origin, sexual orientation, gender identity, religion or disability.

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If the person submitting the request does not receive a response within twenty-four hours of submission, the person will contact the district office to verify decision of the request.

If the person is dissatisfied with the decision of the principal, the person may submit a written request for appeal to the superintendent. If the person does not receive a response within three school days of submitting the appeal, the person will contact the district office to verify the response of the appeal.

At every level of the process the person submitting the request has the right to appear and present the reasons, supported by relevant witnesses and material, as to why distribution of the written material is appropriate.