

Students

Administrative Procedure - Guidelines for Student Distribution or Posting of Non-School Sponsored Written Material on School Grounds

A student or group of students seeking to distribute or post copies of written material to students must comply with the following guidelines:

1. The student(s) must notify the Building Principal of the request to distribute or post, in writing, at least 72 hours before the requested time to distribute or post the material.
2. The material may be distributed or posted only at times and locations selected by the Building Principal, such as, before the beginning of classes for the school day or after the end of classes for the school day at a central location inside the building.
3. The Building Principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. Any materials subject to a request for distribution or posting must be student-oriented and must have the sponsoring organization's name prominently displayed.
6. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials thrown on school grounds.
7. Students may not distribute or post written material that:
 - a. Will cause disruption of the proper and orderly operation and discipline of the school or school activities;
 - b. Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright;
 - c. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language;
 - d. Is primarily intended for the immediate solicitation of funds; or
 - e. Is primarily prepared by non-students and distributed in elementary and/or middle schools; or
 - f. Promotes activities to be conducted during the school day.

8. A student may use School Board policy 2:260, *Uniform Grievance Procedure*, to resolve a complaint.
9. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

LEGAL REF.: Hazelwood v. Kuhlmeier, 108 S.Ct. 562 (1988).
Hedges v. Wauconda Community Unit School Dist. No. 118, 9 F.3d 1295 (7th Cir. 1993).

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