

## Students

### **Administrative Procedure - Distribution of Non-School Sponsored Written Material on School Grounds**

- A. When a student or students, who as an individual or a group, seeks to distribute more than 10 copies of the same written material on one or more days to students, he/she must comply with the following procedures:
1. At least 24 hours before any distribution of material, the student shall notify the Building Principal of his/her intent to distribute, in writing.
  2. Material may be distributed at times selected by the Building Principal before the beginning or ending of classes at a central location or locations inside the building selected by the Building Principal.
  3. The Building Principal may limit places of distribution, limit the number of students distributing material, or restrict the manner of distribution whenever necessary to prevent disruption, congestion, or the perception that the material being distributed is school endorsed.
  4. Distribution must be done in an orderly and peaceful manner. Distribution which is coercive so as to affect any person's right to accept or reject any offered material is prohibited.
  5. The distribution shall be conducted in a manner which does not cause additional work for school personnel. Therefore, students who distribute material are responsible for cleaning up any materials thrown on school grounds.
  6. Students shall not distribute written material that:
    - a. Will cause substantial 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 distributed in kindergarten through eighth grade and is primarily prepared by non-students. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students; or
    - f. Incites students to violate any Board policy.
  7. A student may use School Board policy 2:260, Uniform Grievance Procedure, to resolve a complaint.
  8. Whenever these procedures require written notification, the appropriate administrator may assist the student in preparing such notification.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with paragraphs 4, 5, 6, and 7.

LEGAL REF.:        Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503 (1969).  
                           Hazelwood v. Kuhlmeier, 484 U.S. 260 (1988).  
                           Hedges v. Wauconda Community Unit School Dist. No. 118, 9 F.3d 1295 (7th Cir. 1993).

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