

**Administrative Procedure – Guidelines for Student Distribution of Non-School Sponsored Written Material on School Grounds**

A student or group of students seeking to distribute more than 10 copies of the same written material on one or more days to students must comply with the following guidelines:

1. The student(s) must notify the Program Principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations selected by the Program Principal, such as, before the beginning or ending of classes at a central location inside the building.
3. The Program 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. 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.
6. Students must 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 primarily prepared by non-students and distributed in elementary and/or middle schools.
7. A student may use Cooperative Board policy 2:260, *Uniform Grievance Procedure*, to resolve a complaint.
8. Whenever these guidelines 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 written material 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.

Adopted 11/30/10