

**DISTRIBUTION OF WRITTEN MATERIALS BY NON-STUDENTS**

The Board wishes to ensure that the educational and extracurricular activities of the schools may proceed without undue interruption or distraction. The Board also wishes to ensure that non-students wishing to distribute written material on District premises, or at school-sponsored events, are treated in an equitable and non-discriminatory manner. With these purposes in mind, the Board establishes the following rules regarding the distribution of written material by non-students.

1. Non-students may not distribute written or promotional material on District grounds, or at school-sponsored events, unless allowed under this policy.
2. Persons or entities who wish to distribute/advertise non-school material must submit a written request and a copy of the material to the Building Principal at least 24 hours in advance of the time for distribution. The request must contain the name and phone number of the person or entity submitting the request, the date(s) and time(s) of the proposed distribution(s) and the location(s) at which the person or entity wishes to distribute the materials.
3. Non-students may distribute written material pursuant to the following guidelines:
  - A. The building principal or his/her designee (“Building Principal”) who oversees a facility or school activity shall determine whether to designate areas for the posting and/or distribution of materials by non-students and, if so, the time, place and manner of such posting and/or distribution. Such restrictions shall be uniform and reasonable in nature, and shall be designed to promote: the orderly distribution of material while avoiding disruptions of, or interference with, the school curriculum or activities; the orderly ingress and egress from the school; the safe and efficient movement of persons on school premises; and, the safe and orderly conduct of school activities. If necessary, the Building Principal may establish reasonable time, place and manner restrictions on a case-by-case basis, so long as such restrictions are nondiscriminatory and based upon the considerations noted above.
  - B. Non-students may post written material on a designated bulletin board, display written material at a designated location and/or distribute written material at a designated location within a school, or at a school-sponsored event, only if the written material:
    - i) provides information regarding an organization or activity involving student participation;
    - ii) provides information regarding an organization or activity that supports the operation of the school;
    - iii) provides information regarding opportunities for students sponsored by the armed services or a governmental entity; or
    - iv) provides information regarding educational opportunities available to students.

- C. If non-students are allowed to distribute written material, the Building Principal shall allow the distribution of written material proposed for distribution if the material falls within the categories set forth above and does not contain:
- i) Material that contains obscene, profane or pornographic subject matter, determined by reference to the material's intended recipients;
  - ii) Material that impinges upon the rights of other students or that encourages actions that endanger the health or safety of others;
  - iii) Material that invades the privacy of others;
  - iv) Material that incites or encourages illegal behavior;
  - v) Material that is primarily devoted to the advertisement of commercial products or services, when such products or services are not offered in connection with fundraising or other activities by a nonprofit organization; and
  - vi) Material that, if distributed to students, will substantially disrupt or materially interfere with the proper and orderly operation of the school or a school sponsored activity.
5. Notwithstanding any other provision of this policy, a Building Principal may deny the distribution of written material on District grounds, or at school-sponsored events, for any other valid legal reason.
6. If a Building Principal denies or limits a request to distribute non-school material, the person or entity may appeal the denial or limitation to the District Administrator by filing a written request for review at the District Administrator's office within five (5) school days from the date of the decision. If the District Administrator denies or limits a request to distribute written material, the person or entity may appeal the denial or limitation to the Board by filing a written request for review by the Board at the District Administrator's office within five (5) school days from the date of the decision.
7. Permission to distribute non-school material is not an endorsement of an activity, person, organization or the subject matter of the material by the School District or any of its officials, agents or employees.
8. This policy does not govern the distribution of materials regarding school-sponsored activities.

**APPROVED:** November 21, 2011  
October 21, 2013  
March 20, 2017  
**SEPTEMBER 16, 2019**