

RICHFIELD PUBLIC SCHOOLS

ADMINISTRATIVE GUIDELINE

**DISTRIBUTION OF NONSCHOOL-SPONSORED MATERIALS BY
STUDENTS AND EMPLOYEES**

I. PURPOSE

The purpose of these administrative guidelines is to outline procedures for implementing Board Policy 109: Distribution of Materials on School Premises.

II. PROCEDURES FOR PROCESSING REQUESTS TO DISTRIBUTE NONSCHOOL-SPONSORED MATERIALS

A. Any student or employee wishing to distribute nonschool-sponsored material must first submit for approval a copy of the material to the building administrator at least 24 hours in advance of desired distribution time, together with the following information:

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

A request form is attached as Appendix A.

B. Within one school day, the building administrator will review the request and render a decision. In the event that permission to distribute the material is denied or limited, the person submitting the request should be informed in writing of the reasons for the denial or limitation.

C. If the person submitting the request does not receive a response within one school day, the person shall contact the office to verify that the lack of response was not due to an inability to locate the person.

D. If the person is dissatisfied with the decision of the building administrator, the person may submit a written request for appeal to the superintendent. If the person does not receive a response within three (3) school days (not counting Saturdays, Sundays and holidays) of submitting the appeal, the person shall contact the office of the superintendent to verify that the lack of response is not due to an inability to locate the person.

E. Permission or denial of permission to distribute material does not imply approval or disapproval of its contents by either the school, the administration of the school, the school board, or the individual reviewing the material submitted.

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3 **III. PROCEDURES GOVERNING THE TIME, PLACE, AND MANNER OF**
4 **DISTRIBUTION**

5
6 Noncurricular materials shall not be distributed to students on school premises
7 except in accordance with the following procedures:

8
9 A. Such materials shall be placed on a table set up for that purpose, where
10 the materials may be picked up by students choosing to do so. Such
11 table shall be located in a location designated by the school principal.

12
13 B. Such materials shall not be handed to students or distributed at any other
14 locations in the school building or on school premises.

15
16 C. During the times that such material is available at such table there shall
17 be a student present who is responsible for the contents of the material
18 and for the distribution of such material. Such student shall remove any
19 remaining copies from the building at the conclusion of the time during
20 which distribution is permitted.

21
22 D. Such material shall contain the names of the person or persons
23 responsible for its preparation.

24
25 E. The distribution of such materials is permitted at the following times:

- 26
27 1. During school lunch period
28 2. Prior to the start of the first morning class

29
30 F. A copy of any such material and the name or names of the student or
31 students who are responsible for its distribution shall be filed with the
32 school principal before distribution is started. This requirement, however,
33 shall not give the principal any right of prior censorship.

34
35 G. The building administrator may confiscate materials distributed or being
36 distributed in violation of this policy.

37
38 H. Apart from the foregoing, students are urged to avoid the use of materials
39 designed to provoke such reactions as anger, fear, resentment,
40 embarrassment and shock. Students are requested to extend courtesy
41 and consideration to their fellow students and to all members of the
42 school community.

43
44 **IV. POSTED NOTICE**

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46 A sample notice is attached as Appendix B, for inclusion in student handbooks
47 and for posting in buildings.

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49 Dated: March 20, 2000

50 Reviewed: October 23, 2006; December 5, 2011

1 Revised: December 20, 2004; November 6, 2006; April 3, 2017; February 6, 2023
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APPENDIX A

DISTRIBUTION OF NONSCHOOL MATERIALS REQUEST FORM

Any student or employee wishing to distribute nonschool-sponsored material must first submit for approval a copy of the material to the building administrator at least 24 hours in advance of desired distribution time, together with the following information:

Date of Request: _____

Person submitting the request: _____

If a student:
Home telephone _____ First period classroom: _____

If an employee: Work extension _____

Date(s) for intended display or distribution: _____

Time(s) for intended display or distribution:
____ During school lunch period ____ Prior to the start of the first morning class

If intended for students:
Grade(s) of students for whom the display or distribution is intended: _____

Name of student(s) responsible for preparation of the materials:

Name of student(s) responsible for distribution of the materials:

REVIEW BY BUILDING ADMINISTRATOR:

_____ Request approved as submitted

_____ Request approved with the following changes / conditions:

_____ Request denied for the following reason(s):

If approved, distribution of materials to students must be in accordance with the procedures listed on the reverse side of this form. If denied, an appeal may be made in writing to the superintendent. Permission or denial of permission to distribute material does not imply approval or disapproval of its contents by either the school, the administration of the school, the school board, or the individual reviewing the material submitted.

Signature of Building Administrator _____

Date: _____

**PROCEDURES GOVERNING THE
TIME, PLACE, AND MANNER OF DISTRIBUTION**

Noncurricular materials approved for distribution to students on school premises must be distributed in accordance with the following procedures:

A. Such materials shall be placed on a table set up for that purpose, where the materials may be picked up by students choosing to do so. Such table shall be located in a location designated by the building administrator.

B. Such materials shall not be handed to students or distributed at any other locations in the school building or on school premises.

C. During the times that such material is available at such table there shall be a student present who is responsible for the contents of the material and for the distribution of such material. Such student shall remove any remaining copies from the building at the conclusion of the time during which distribution is permitted.

D. Such material shall contain the names of the person or persons responsible for its preparation.

E. The distribution of such materials is permitted at the following times:

1. During school lunch period
2. Prior to the start of the first morning class

F. A copy of any such material and the name or names of the student or students who are responsible for its distribution shall be filed with the building administrator before distribution is started. This requirement, however, shall not give the building administrator any right of prior censorship.

G. The building administrator may confiscate materials distributed or being distributed in violation of this policy.

H. Apart from the foregoing, students are urged to avoid the use of materials designed to provoke such reactions as anger, fear, resentment, embarrassment and shock. Students are requested to extend courtesy and consideration to their fellow students and to all members of the school community.

APPENDIX B
SAMPLE NOTICE

**DISTRIBUTION OF NONSCHOOL-SPONSORED MATERIALS
BY STUDENTS AND EMPLOYEES**

In accordance with the First Amendment to the Constitution, students and employees have the right to express themselves on school property. This protection includes the right to distribute, at a reasonable time and place and in a reasonable manner, nonschool-sponsored material.

Requests for distribution of nonschool-sponsored materials must be submitted at least 24 hours in advance to the building administrator. A request form is available in the building office. The building administrator will evaluate each request on a case-by-case basis. If approved, the building administrator will determine the time, place, and manner of distribution. If the request is denied, it may be appealed in writing to the superintendent.

For more information, see Board Policy 109 and Administrative Guideline 109.1. These documents are posted on the District website at www.richfieldschools.org/about/policies. A hard copy version is contained in policy books located at the superintendent's office.