

STUDENT EXPRESSION/DISSEMINATION OF MATERIALS

These procedures address the **dissemination by students** of nonschool materials that are not part of the curricular or extracurricular program of the center (school). Materials sought to be **disseminated** as part of the curricular or extracurricular program of the center (school) will be regulated as part of the center's (school's) educational program and are not subject to the time, place and manner provisions set forth herein.

Students may **disseminate** nonschool materials, provided that the form of expression and/or the use of public school facilities and equipment is/are in accordance with Policy 220 (**Student Expression/Dissemination of Materials**), the **Code of Student Conduct**, these procedures and the center (school) dress code, if applicable. **It is the responsibility of students intending to disseminate nonschool materials to become familiar with the provisions of Joint Operating Committee Policy 220 and pertinent provisions of the Code of Student Conduct.**

The center (school) has no responsibility to assist students in or to provide facilities for the **dissemination** of nonschool materials.

Dissemination of Nonschool Materials

The **dissemination** by students of all nonschool materials will be governed by the following procedures:

1. All nonschool materials, together with a copy of the plan of **dissemination**, must be submitted to the building administrator no later than

{ } **10 a.m.**

{ } _____ **(Other)**

on the school day prior to the **requested dissemination**. The **building administrator** will forward such information to the Administrative Director or designee for approval. The plan will set forth in detail the desired time, place and manner of **dissemination**, as well as **the individuals involved**.

2. Identification of the individual student or at least one (1) responsible person in a student group will be required upon submission for approval. The person wishing to **disseminate** such material on school property must provide in writing **their** name, address, telephone number and organization, if any. This information will be filed in the building administrator's office.
3. The Administrative Director or designee will review the material, determine if it constitutes expression **that is prohibited by Joint Operating Committee policy**, and inform the building administrator or designee of **the** decision. The building administrator or designee will notify the student(s) planning to **disseminate** nonschool materials of the decision to grant or deny permission. If the decision is to not permit the **dissemination**, the building administrator or designee will specify the reasons for the decision **as well as** the changes in the content of the material or in the plan of **dissemination** which must be made, if any, in order to secure such permission. If the student(s) desiring to **disseminate** such material

make(s) such changes in a manner satisfactory to the Administrative Director or designee prior to the planned **dissemination**, the building administrator or designee may then grant permission to **disseminate**.

Time -

When permission has been granted, students may **disseminate** approved nonschool materials at the following times: **[option(s) selected should align with language in policy]**:

{ } _____ minutes before the official start of school;

{ } during regularly scheduled lunch periods;

{ } _____ minutes after the official end of school;

{ } at school-sponsored activities;

{ } _____ (Other).

*Place -***[option(s) selected should align with language in policy]**

{ } **Dissemination** of approved nonschool materials on school property will be permitted only in locations that allow for the normal flow of traffic within the center (school) and its exterior doors, including on sidewalks located on school property paralleling school driveways. Building entrance walkways and building lobbies will not be utilized for such **dissemination**.

{ } **Dissemination** of approved nonschool materials will be permitted in the following locations:

_____.

{ } Nonschool materials may not be **disseminated** during any regularly scheduled class unless specifically authorized by the Administrative Director or designee.

{ } **Dissemination of approved nonschool materials will be permitted on the following center (school) -owned technology sites or platforms:**

_____.

Manner - **[option(s) selected should align with language in policy]**

{ } Materials approved to be **disseminated** may be required to display the appropriate center (school) disclaimer, as directed by the building administrator or designee.

{ } All nonschool materials must bear the center (school) disclaimer.

DISCLAIMER: THE _____ CENTER (SCHOOL) IS NOT RESPONSIBLE FOR, AND DOES NOT ENDORSE, ANY STATEMENT, SENTIMENT OR OPINION PUBLISHED OR EXPRESSED IN THIS DOCUMENT. THIS DOCUMENT IS NOT

PART OF, AND HAS NOT BEEN DISTRIBUTED AS PART OF, THE CENTER'S (SCHOOL'S) CURRICULAR OR EXTRACURRICULAR PROGRAMS.

{ } All approved **nonschool** materials **displayed in a fixed location shall be officially dated and the center (school) shall remove the materials within**

{ } **ten (10) school days.**

{ } _____**(Other).**

Any student who **disseminates** materials will be responsible for cleaning any **resulting** litter, including any discarded pamphlets, fliers or other documents.

No student will harass or otherwise interfere with the **dissemination** of approved nonschool material by student(s), nor may a student in any way compel or coerce a student to accept any materials.

Disciplinary Consequences

Any student who violates any provision of Policy 220 or these procedures will be subject to disciplinary action, **in accordance with Joint Operating Committee policy and the Code of Student Conduct**, which may **in appropriate cases** include suspension and/or expulsion from the center (school).

Student Handbook

A copy of this procedure will be published in student handbooks.