

**COMMUNITY RELATIONS/STUDENTS****Distribution or Posting of Printed or Written Matter**

Printed or written materials for distribution or posting within any Okemos school or on school property must balance the rights of students to demonstrate their creativity and/or express their informed and supported opinions with the rights of others. Therefore, any printed or written matter to be distributed or posted for the viewing of a substantial number of students on the grounds of any school or in any school building shall be submitted for approval by the school administration or faculty designee as provided in the regulations to this policy.

Printed or written material to be distributed or posted shall not interfere with the proper and orderly operation and discipline of the school, cause violence or disorder, or constitute a substantial invasion of the rights of others as determined by the school administrator or faculty designee. Such conditions may be caused either by the content or by the manner of distribution/posting itself.

Denial of any printed or written material for distribution or posting may be appealed to the superintendent of schools as outlined in the regulations to this policy.

See Also: Board Policies:

6141.2: Teaching about Religions, Customs, and Traditions

6300: Integrated Communications Network

6301: Broadcasting on the District Video Network

6302: Web Page Development

Policy

Adopted: 08-11-75

Amended: 08-27-07

Reviewed:

Regulations – Distribution or Posting of Printed or Written MatterAPPROVAL PROCESS

- A. An actual or truly representative copy or sample of the printed or written material to be distributed or posted, with an indication of the number of copies that are intended to be distributed or posted, shall be submitted to the building principal or designee.
1. The material to be distributed or posted must contain a notation of the person(s) or group distributing/posting the material.
  2. A request from any person outside the school to distribute or post material must contain contact information of the person(s) or group making the request. This includes name, address, and a telephone number.
- B. Within three (3) school days from receipt of such material, the principal or designee shall review and reasonably determine whether distribution or posting of such material would be foreseeably likely to cause substantial disruption of or material interference with school activities or is otherwise legally prohibited.
1. Acceptable items include, but are not limited to, materials or postings announcing school-sponsored activities, school-sponsored clubs, and/or student council activities such as prom, food drives, special events; as well as items such as student art work.
  2. Unacceptable items include, but are not limited to, any material that could create the following kinds of disruptions and distractions:
    - a. Substantial disruption of normal classroom learning.
    - b. Fights, vandalism, or rampant behavior.
    - c. Rejection of administrative authority.
    - d. Disorderly student demonstrations, student walkouts, or lack of student cooperation.
    - e. Abusive or vulgar language directed at other students, teachers or administrators.

Examples of unacceptable items include, but are not limited to:

- a. Literature which attacks ethnic, religious, racial or other legally protected groups, publications that may create hostility and violence, pornography, obscenity and similar materials not suitable for distribution in the schools.
- b. Materials denigrating to specific individuals in or out of school.
- c. Materials designed for commercial purposes, such as those designed to advertise a product or service for sale or rent.
- d. Materials advocating illegal activities or the use of illegal substances.
- e. Materials which are designed to solicit funds, unless approved by the superintendent or designee.
- f. Any material not consistent with the educational mission of the school district.

3. Distribution or posting of materials not prescribed above, which the principal reasonably believes would not materially disrupt class work or involve substantial disorder or the invasion of the rights of others, will be permitted, although such distribution or posting may foster or cause distractions similar to the following:
    - a. Orderly group discussion.
    - b. Speech-making.
    - c. Additional distribution of material.
  4. The distribution or posting of material by computer will be governed by the district's use of technology policies (6300, 6301 and 6302).
- C. The principal or designee will provide the requestor with written approval or disapproval within the above-mentioned three (3) school day period.
1. A written notice of disapproval must contain the reasons for the disapproval.
  2. Should approval or disapproval not be issued within the three (3) school day period, the distribution will be deemed to have been approved.

#### DISTRIBUTION/POSTING PROCESS

- A. The distribution or posting of approved material may take place at a time reasonably proximate (considered to be within one-half hour before school begins and after school is out and during lunch periods at areas designated by the principal or designee.
- B. Distribution or posting may not take place in classrooms during classroom sessions.
- C. All distribution or posting must be orderly, with the area kept free of loosely scattered material, and must comply with other facility directives.

#### APPEAL PROCESS

Any person denied approval may appeal to the superintendent of schools or designee. The superintendent or designee will, within five (5) school days of receipt of such appeal, review the matter and provide a written response. The decision of the superintendent is final.