

# PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: August 19, 2013

REVISED:

## 913-AR-0. DISPLAY/DISTRIBUTION/POSTING OF NONSCHOOL MATERIALS

In accordance with Board policy and administrative regulations, individuals, including students, may have the right to distribute and post on school premises, at specified reasonable times and places, nonschool-related written materials and petitions.

Permission to display, distribute or post nonschool-related materials does not imply approval of its contents by the school, district, administration or Board, or the administrator reviewing the materials submitted.

A copy of applicable Board policy and administrative regulations will be given to each individual requesting to display, distribute or post nonschool-related materials in school buildings.

In accordance with Board policy, prohibited activities and materials include those which:

1. Are libelous, defamatory, obscene, lewd, vulgar or profane.
2. Violate federal, state or local laws.
3. Violate Board policy or district administrative regulations.
4. Advocate the use or advertise the availability of any substance or material that may reasonably be believed to constitute a direct and substantial danger to the health or welfare of students, such as tobacco, alcohol or illegal drugs.
5. Incite violence.
6. Advocate the use of force or urge violation of federal, state or municipal law, Board policy or district administrative regulations.
7. Interfere with or advocate interference with the rights of any individual or the orderly operation of the schools and their programs.

Procedure For Requests

1. Anyone requesting to display, distribute or post nonschool-related written material must first submit for approval a written request to the building principal at least two (2) days in advance of the distribution time, stating the following information:
  - a. Name and telephone number of the person submitting the request; if a student, the homeroom number.
  - b. Date and time of intended display, distribution or posting.
  - c. Location where material will be displayed, distributed or posted.
  - d. Grades of students to whom the display, distribution or posting is intended.
  - e. Copy of the material to be displayed, distributed or posted.
2. Within one (1) day after receiving the request, the principal will render a decision whether the material meets restrictions and the request meets the stated time, place and manner restrictions and inform the requester of the decision.
3. If the principal denies the request, s/he will inform the requester in writing of the reasons for the denial.
4. If the requester is dissatisfied with the principal's decision, s/he may submit to the Superintendent a written request for appeal.
5. The Superintendent will review the original request, the principal's decision, and the requester's appeal and will issue a decision within three (3) days of receiving the appeal.
6. At every level of the process, the person submitting the request will have the right to appear and present the reasons, supported by relevant material, as to why the display, distribution or posting of the material is appropriate.

Time/Place/Manner Of Distribution

Distribution of nonschool-related written material will be limited to a reasonable time, place and manner, as follows:

1. Distribution of written material is prohibited when it blocks the safe flow of traffic within corridors and entrance ways of the school or otherwise disrupts school activities.
2. The principal may limit the places of distribution, number of students or persons distributing material, or restrict the manner of distribution when necessary.

3. Material will be distributed from a table set up for the purpose in a location designated by the principal. The location will not block the safe flow of traffic or block corridors and will give reasonable access to students.
4. Material will be distributed either before and/or after the regular instructional day.
5. Material will not be distributed during or at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption that interferes with or impedes implementation of that activity.
6. Distribution must be done in an orderly manner; distribution that is coercive and affects a person's right to accept or reject offered material is prohibited.
7. Persons distributing materials are responsible for cleaning up any materials in the vicinity and those thrown on school grounds.

Distribution of written nonschool-related material in violation of Board policy or administrative regulations may be halted by the principal, and the students distributing the material may be subject to discipline. Any other person violating Board policy or administrative regulations may be requested to leave by the principal; if necessary, the principal will request the aid of law enforcement officials.