

ADMINISTRATIVE REGULATION

CENTENNIAL SCHOOL DISTRICT

APPROVED: September 12, 2017

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. The School District will not be responsible for delays, damages, loss or distribution errors.

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 Assistant Superintendent at least ten (10) working days in advance of the distribution time, stating the following information:
 - a. Name and telephone number of the person and group, if applicable, 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. Grade levels and/or schools to whom the display, distribution or posting is intended.
 - e. Copy of the material to be displayed, distributed or posted.
 - f. Description of educational value or how the material will benefit the Centennial School District, its students, and/or the school community.
2. Within five (5) working days after receiving the request, the Assistant Superintendent 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 Assistant Superintendent 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 Assistant Superintendent's decision, s/he may submit to the Superintendent a written request for appeal.
5. The Superintendent will review the original request, the Assistant Superintendent'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 requester 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.
7. The requester is responsible for contacting the principal and delivering the written materials to be distributed.
8. The Assistant Superintendent will notify principals of the approval and availability of written materials authorized for distribution in their schools and will include in the notification:
 - a. The distribution date.

- b. The target population.
- c. A sample copy of the written materials.

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.

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913-AR-1. NONSCHOOL-SPONSORED ACTIVITY ACKNOWLEDGMENT AND RELEASE

_____, natural guardian(s) and parent(s) or legal guardian(s) of Centennial School District student _____, (hereinafter “Student”), do(es) acknowledge that _____ is not an approved activity by the School District, is not an activity of the School District, and any persons employed by the School District who are associated with the activity are doing so independent of and beyond the scope of their employment by the School District, and the School District is not responsible in any way for the activity or persons involved in it. I do hereby release Centennial School District, its officers, employees, agents and representatives, from any and all claims and/or causes of action which may exist or which may arise out of or in regard to the participation of the named student in the said activity.

It is further acknowledged that the student insurance coverage available at parental expense through the School District will only provide coverage if it is twenty-four (24) hour coverage. My permission for the student to participate has been given with full knowledge that the School District is not sponsoring nor supporting any aspect of this activity.

Student Signature

Parent/Guardian Signature

Date

Date