

ADMINISTRATIVE REGULATION

CENTENNIAL SCHOOL DISTRICT

APPROVED: January 10, 2017

REVISED:

220-AR-0. STUDENT EXPRESSION/DISTRIBUTION AND POSTING OF MATERIALS

Students have the responsibility to act in accordance with Board Policy No. 220, to obey laws governing libel and obscenity, and to be aware of the full meaning of their expression.

Students have the responsibility to be aware of the feelings and opinions of others and to give others a fair opportunity to express their views.

The definitions set forth in Policy No. 220 are incorporated herein.

These regulations address the distribution and posting of nonschool materials, as defined in Policy No. 220, which are not part of the curricular or extracurricular program of the District. Materials sought to be distributed or posted as part of the curricular or extracurricular program of the District will be regulated as part of the District's educational program and are not subject to the time, place and manner provisions set forth herein.

Time, Place And Manner Of Distribution Of Nonschool Materials

Students may distribute and/or post nonschool materials, provided that the form of expression and/or the use of public school facilities and equipment is/are in accordance with Board Policy 220, these regulations and the school dress code, if applicable.

The distribution by students of all nonschool materials will be governed by the following regulations:

1. All nonschool materials, together with 220-AR-2. Student Permission Form must be submitted to the building Principal, who will forward such information to the Superintendent for approval, no later than twenty-four (24) hours prior to the planned distribution. The plan of distribution will set forth in detail the desired time, place and manner of distribution, as well as those who will be distributing the materials.
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 distribute such material on school property must provide in writing his/her name, address, telephone number and organization, if any. This information will be filed in the building Principal's office.
3. The administration will review the material and determine if it constitutes unprotected expression in accordance with Policy No. 220 and/or is consistent with these regulations. The building Principal or designee will notify the student(s) planning to distribute nonschool

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material of his/her decision to grant or deny permission to distribute the material as planned. If the decision is to not permit the distribution, the building Principal or designee will specify the reasons for his/her decision and will specify the changes in the content of the material or in the plan of distribution which must be made, if any, in order to secure such permission. If the student(s) desiring to distribute such material make(s) such changes in a manner satisfactory to the decision-maker prior to the planned distribution, the building Principal or designee may then grant permission to distribute.

4. No material and/or plan of distribution will be permitted to be distributed on school property if the content contains unprotected student expression as defined in Policy No. 220.
5. Any materials that have not been permitted for distribution will not be distributed on school property, at school-sponsored functions or on school-provided vehicles.
6. So as to allow for the normal flow of traffic within the school and its exterior doors, the distribution of such materials will be permitted only on sidewalks paralleling school driveways. Building entrance walkways and building lobbies will not be utilized for such distribution. Distribution of nonschool materials in other places will be permitted only upon receipt of written permission from the building Principal or designee.

Nonschool materials may not be distributed in any regularly scheduled class unless specifically authorized by the Superintendent.

7. Students may only distribute nonschool materials at the following times:
 - a. Thirty (30) minutes before the official start of school;
 - b. During regularly scheduled lunch periods;
 - c. Thirty (30) minutes after the official end of school; or
 - d. As otherwise designated by the building Principal in writing.
8. Materials permitted to be distributed may be required to display the appropriate District disclaimer, as directed by the building Principal or designee.

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9. Any student who distributes materials will be responsible for cleaning any litter that results from such distribution, including any discarded pamphlets, flyers or other documents.
10. No student will harass or otherwise interfere with the distribution of approved nonschool material by student(s), nor may a student in any way compel or coerce a student to accept any materials.
11. The District has no responsibility to assist students in or to provide facilities for the

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publishing of nonschool materials.

Posting Of Nonschool Materials

Building administrators will provide a designated area for use by students for the posting of nonschool materials. The posting of all nonschool materials will be governed by the following regulations:

1. All nonschool materials desired to be posted must be submitted to the building Principal, who will forward such information to the Superintendent for approval, no later than twenty-four (24) hours prior to the planned posting.
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 post such material must provide in writing his/her name, address, telephone number and organization, if any. This information will be filed in the building Principal's office.
3. The administration will review the material and determine if it constitutes unprotected expression in accordance with Policy No. 220 and/or is consistent with these regulations. The building Principal or designee will notify the student(s) planning to post nonschool material of his/her decision to grant or deny permission to post the material as planned. If the decision is to not permit the posting, the building Principal or designee will specify the reasons for his/her decision and will specify the changes in the content of the material, if any, in order to secure such permission. If the student(s) desiring to post such material make(s) such changes in a manner satisfactory to the decision-maker prior to the planned posting, the building Principal or designee may then grant permission to post.
4. No material will be permitted to be posted on school property if the content contains unprotected student expression as defined in Policy No. 220.
5. Any materials that have not been permitted for posting will not be posted on school property.
6. All materials desired to be posted will contain the date it was first posted.
7. All materials permitted to be posted must be removed after three (3) school days to assure full access to the bulletin boards.
8. No student will remove or otherwise interfere with the posting of approved nonschool material by student(s).
9. Permitted postings may be required to display the appropriate District disclaimer, as directed by the building Principal or designee.

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Disciplinary Consequences

Any student who violates any provision of Policy No. 220 or these regulations will be subject to disciplinary action, which may include suspension and/or expulsion from school.

Student Handbook

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

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220-AR-1. SCHOOL-SPONSORED STUDENT PUBLICATIONS

Student publications shall be for the purpose of providing students with educational opportunities, including, but not limited to, opportunities to practice writing skills and to develop an understanding of journalistic responsibilities.

Official school publications will be supervised by a faculty advisor approved by the proper school officials. The faculty advisor(s) will instruct and guide students in various writing styles and journalistic responsibilities.

Faculty advisors and District administrators will recognize that students have a right to be as free as editors of other newspapers to report the news and to editorialize.

Student editors will determine the content of the publication with the advice and concurrence of the faculty advisor and according to these guidelines. When in doubt about the propriety of any specific article, picture, cartoon or photograph, the advisor and student editors will consult with the Principal.

In the event material is referred to the Principal for prior approval the faculty sponsor and/or student editor will be notified by the Principal of the decision within two (2) full school days. If the prescribed time for approval elapses without a decision, the material shall have been deemed to be authorized for publication and distribution.

When a writer submits copy, the editors may reject, make minor rewrites or correct said copy without the approval of the author. Appropriate notations of such changes shall be kept by the sponsor. When there is a major revision of the article, the editor must discuss the changes and have them approved by the author.

Student editors will ensure that when a writer quotes any staff member, community member or student, the writer must check the statement with the individual quoted for accuracy before submitting the article.

School-sponsored student publications must include the names of the students writing the editorials.

Students who are not members of the official publication staff and other members of the school community will also be able to submit materials for publication. Such material is subject to these guidelines and procedures.

Letters to the editor must always be signed. The editors reserve the right to check the letter for its authenticity and to discuss its content with the writer. The editors also reserve the right to publish or not publish the letter.

Content

The faculty advisor may exclude, remove, or edit material from a publication if it:

1. Is obscene or libelous.
2. Would cause a substantial disruption or interference with school activities.
3. Advocates unlawful behavior.
4. Violates copyright laws.

School officials will not censor or restrict material simply because it is critical of the school or its administration.

School-sponsored publications may incorporate the name of the District or its mascot into the publication name; however, the faculty advisor will place on the masthead of student publications a statement that the District does not take responsibility for the content of the publication, nor does it necessarily endorse the opinions expressed therein.

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220-AR-2. PERMISSION FORM

Students have the responsibility to act in accordance with Board Policy No. 220, to obey laws governing libel and obscenity, and to be aware of the full meaning of their expression. In accordance with 220-AR-0, this form is to be submitted to the building principal no later than 24 hours prior to the planned distribution/posting of materials.

Name of student representative: _____

Address of student representative: _____

Telephone number: _____

Name of organization, if applicable: _____

Items attached (please list items to be distributed):

1. _____

2. _____

3. _____

Time of distribution: _____

Location of distribution: _____

Manner of distribution: _____

Signature of student representative: _____

Signature of Building Principal: _____

Signature of Superintendent: _____

Approved

Denied