

## **Distribution/Posting of Noncurricular Materials**

### **Approval**

Any group, organization, corporation, individual, club, society or association (hereinafter referred to as "person" or "persons") that wishes to distribute or post any noncurricular material in any district school or building or on district property shall submit the material to the superintendent or designee (building principal) for approval a minimum of 48 hours prior to the proposed distribution or posting. The superintendent or designee (building principal) may approve distribution or posting in accordance with this regulation and accompanying policy unless it is determined that the material is "unacceptable" as defined in the accompanying policy.

### **Appeal**

Any person or persons that are denied approval for distribution or posting of noncurricular materials may appeal the decision as follows:

1. Within 10 days after the superintendent's or designee's decision, written notice shall be served by the aggrieved party or parties on the superintendent, requesting a hearing before the Board.
2. The superintendent shall schedule the hearing on the agenda of the next regularly scheduled Board meeting, which generally will be held within 30 days of the filing of a request for a hearing.

After providing the aggrieved party or parties an opportunity to be heard, the Board shall render a decision which shall be final.

### **Regulations**

#### **1. Place**

Materials that are advertising an event or activity to which students are invited may be posted within the school or on school grounds as designated by the school principal. Such materials may not exceed one 8.5" x 11" page in size and a copy may be requested from the school office before school, during lunch, or after school.

All other materials, which are acceptable under policy KHC, may only be referenced by electronic distribution through the District's standard electronic distribution system. These references may not exceed three pages in length and must be submitted as a PDF file and must not contain any web links.

#### **2. Time**

The length of time for posting an event or activity will be at the discretion of the superintendent or designee if the posting exceeds one week in length.

All other materials, which are acceptable under policy KHC and only be referenced by electronic distribution through the District's standard electronic distribution system, will be posted for one week from the time posted.

#### **3. Littering**

All posted items, which are not used during the week of posting, will be recycled by school personnel if not retrieved.

#### **4. Manner**

No student shall in any way be compelled or coerced to accept any materials being distributed by any person distributing such materials or by any school official. In the alternative, no school official or student shall interfere with the distribution of approved materials.

Violation of these regulations or accompanying policy shall be sufficient cause for denial of the privilege to distribute or post materials at future dates, subject to the ability to appeal as provided above.

Adopted: August 18, 2016