

POLICY JICEC-R

STUDENT DISTRIBUTION OF NON-CURRICULAR MATERIALS-REGULATION

Approval Required Prior to Distribution

Students who wish to distribute more than 10 items or copies of non-curricular materials on school property or at a school-sponsored activity or event shall submit the material to the school principal for approval at least five school days in advance of the planned distribution date. The school principal or school principal designee shall respond to such requests within three school days.

Appeal

If the principal does not approve the materials for distribution, the principal or the principal's designee shall provide a written explanation of why the materials were not approved under the policy accompanying this regulation.

The student may then appeal the decision as follows:

1. Within 10 school days of receiving the principal's or designee's decision, the student may file a written notice of appeal with the Executive Director.
2. The Executive Director shall make a written determination within 10 school days of receiving the student's appeal.
3. Within 10 school days of receiving the Executive Director's decision, the student may submit a written appeal to the Executive Director, requesting a hearing before the Executive Board.
4. The Executive Director shall schedule the hearing on the agenda of the next regularly scheduled Executive Board meeting, which generally will be held within 30 days of the filing of a request for a hearing.

After providing the student with an opportunity to be heard, the Executive Board shall render a decision, which shall be final.

The following restrictions apply to all requests to distribute more than 10 items or copies of non-curricular materials by students on school property or at a school-sponsored activity:

1. **Place.** Distribution of materials must be made at places within the school or on school grounds as designated by the principal except that in no event, may such material be distributed in any classroom of any building being occupied by a regularly scheduled class.
2. **Time.** Distribution may be made one-half hour before school and/or during regularly scheduled lunch periods and/or 15 minutes after the close of school. Any other times during the school day are considered to be disruptive of normal school activities.
3. **Littering.** All distributed non-curricular materials discarded in school or on school grounds must be removed by the persons distributing such items.
4. **Manner.** No student may in any way be compelled or coerced to accept any non-curricular materials. In the alternative, no school official or student may interfere with material distributed in accordance with this regulation and its accompanying policy.

Violation of this regulation and/or accompanying policy will be sufficient cause for denial of the privilege to distribute materials at future dates and may be cause for disciplinary action, including suspension and /or expulsion.

Windsor Charter Academy Executive Board

Revised: October 2018