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## DISTRIBUTION/POSTING OF NON-CURRICULAR MATERIALS

Any non-District related group, organization, corporation, individual, club, society, or association that wishes to distribute any printed non-curricular material in any public school in the Englewood Schools District must submit the material to the Superintendent or designee for approval for distribution or posting a minimum of 48 hours prior to the proposed distribution or posting. The Superintendent or designee will approve distribution subject to the following time, place, and manner restrictions unless he/she determines that the material is “unacceptable” as defined in the accompanying policy KHC. Upon written request by the aggrieved party, the Superintendent or designee will explain in writing the reasons he/she determined the material was “unacceptable” under Board policy.

Any person aggrieved by the Superintendent’s or designee’s action in approving non-curricular materials may request a meeting with the Superintendent or designee for a review of the materials to discuss whether the materials fall within one or more of the six categories of “unacceptable” materials set forth in Policy KHC.

### Regulations

1. Place  
Distribution or posting of printed non-curricular materials must be made only at places within the school as designated by the principal. They will officially be designated limited open forums as defined in Policy KHC. Materials shall not be distributed or made available to students in any classroom of any building then being occupied by a regularly scheduled class or educational activity. Each principal shall determine the location or locations of distribution tables, racks, stands, or bulletin boards inside the school based upon various factors such as available space, traffic patterns, construction, safety concerns, and other factors related to school operations.
2. Time  
Materials placed in limited public forums shall be available to the students whenever students are within such area. Materials placed on designated tables, racks, stands, or boards shall be removed at the end of the semester. Outdated material at the designated location may be removed and discarded by the building principal without notice.
3. Distributors  
Neither school personnel nor students shall be used as the agents for distribution of such materials on school grounds. In addition, no outside person shall be allowed to personally distribute or hand out any non-curricular materials within any school building or facility or upon any school grounds, or remain within the limited public forum.
4. Manner  
No student may in any way be directed, compelled, or coerced by any person or school personnel to take or accept any materials that are available at such designated locations within a school. In the alternative, no school official or student may interfere with a student’s access to approved materials.

School personnel shall refrain from taking any action which would convey to a reasonable person that the materials are endorsed by either the school or the District.

The maximum quantity of materials from any person for each school shall not exceed one copy per pupil based upon the last Enrollment count. School personnel shall not be required to advise any person as to whether materials have been depleted.

Violations of any of these restrictions on time, place, or manner will be sufficient cause for denial of the privilege to submit materials at future dates.