

**DISTRIBUTION OF NONSCHOOL-SPONSORED
STUDENT PUBLICATIONS (ELECTRONIC OR OTHERWISE)**

- I. If students in this School District are to become citizens trained in the democratic process, they must be given every opportunity to participate in democratic processes within the school community. Students who attend schools in this District may express ideas, take stands and support causes, publicly and privately, orally and in writing, subject to the procedures and general limitations herein provided.
- II. Places – Each school principal or the principal's designated representative shall specify where materials shall be distributed and where activities shall be held in that school. Upon request, space for student information shall be made available.
- III. Time – Each school principal or the principal's designated representative shall specify when materials may be distributed and when activities may be held in that school.
- IV. Approval – Material or a description of activities, along with the times and places requested, shall be made available to the appropriate principal or the principal's designated representative at least 3 school days prior to the event or circulation of the material. A written response shall then be made available to the person or persons requesting approval, not later than 2 school days after the request. In the event that approval is denied, the reply must also cite each part of the material that is in conflict with the general limitations outlined below and lists the specific sections violated in each case.
- V. Littering – All items, which are distributed on school property, must be removed by persons responsible for distributing the materials after completion of the event or passage of a designated time period.
- VI. General Limitations
 - A. Any materials or activities, which cast aspersions on or abusively attack individuals, or ethnic, religious, or racial groups within or outside the school, publications or activities, which contain obscenities, pornography or which may create hostility, violence, or other disruptions are not suitable for distribution in the schools.
 - B. Materials other than regularly sponsored school publications will not be sold.
 - C. Materials or activities (other than regularly sponsored school publications), which are primarily designed for commercial purposes to advertise a product or service for sale or rent, are not allowed.

- D. Materials or activities, which are primarily designed to solicit funds, unless approved by District administration, are not allowed.
 - E. All copies of any written materials, whether posted on bulletin boards, or circulated and distributed on school property, shall bear the names of approved student organizations or of other sponsoring student groups, or individual students. In the case of a student group, the names of at least 2 students principally involved in the posting, circulation, or distribution shall be included.
 - F. Any material, which substantially and materially disrupts the educational process or the normal operation of the school, will not be allowed.
 - G. Any activity or material that denies the rights guaranteed by the Constitution and its amendments or is in conflict with any Federal, State, or local law will not be allowed.
 - H. Distributions must include a disclaimer statement, "The contents are not sponsored or endorsed by the school district or its personnel."
- VII. Appeal
- A. Any persons denied approval of a material or activity may appeal such denial by submitting a written notice of appeal to the principal or the principal's designated representative within 2 school days following such denial. The appeal will be heard by a review committee appointed by the Superintendent. The committee shall be composed of at least 3 persons, including a student, a faculty member, and a parent of a student in the school. Other individuals may be added to the committee by the Superintendent. The chairman of the review committee will be chosen by the committee from the committee membership. The review committee shall hear the appeal within 7 school days following receipt of the notice of appeal. It shall render its written decision within 5 school days following the appeal hearing and copies of the decision shall be given to the appellant and the school principal.
 - B. The appellant and the school administration shall be permitted to appear before the review committee, present evidence, and make arguments to the committee. All parties to the appeal shall be entitled to a fair and reasonable opportunity to present evidence or information to the review committee and shall be entitled to an impartial, decision.
 - C. Following a decision at the first step of the appeal procedure, either party may appeal the decision of the review committee by submitting a written notice of appeal to the Superintendent of Schools or designee with five school days. That notice of appeal

shall be accompanied by a copy of the decision of the review committee. The Superintendent or designee shall hear the appeal within 5 school days following receipt of the notice of appeal. All parties to the appeal shall be given a fair and reasonable opportunity to present evidence and information to the Superintendent or designee. Within 5 school days after the appeal hearing, the Superintendent or designee shall provide to all parties a written decision or designee is final and binding.

- D. The decision of the Superintendent or the designee may be appealed to the Board by filing a written notice of appeal with the clerk of the Board within 2 school days following receipt of the Superintendent's decision. The Board will schedule an appeal hearing and render a final decision within 15 calendar days.
- E. No copies of written material in question shall be distributed and no activity in question shall be held while the appeal procedure is being exercised by either part.

Legal References:

Section 118.13, Wis. Stats.

PI19 Wis. Adm. Code

Equal Access Act of 1984, 20 U.S.C., 4071 et seq.

Americans with Disabilities Act of 1990, 42 U.S.C. 12101 et seq.

Civil Rights Act of 1964, 42 U.S.C. 2000e

Cross References:

Administrative Guideline 2260 – Complaint Procedures

Board Policy 5900 – Student Network and Internet Acceptable Use and Safety

Adopted: 6/18/01

Revised: 2/11/08; 8/12/13; 3/16/15

The Port Washington-Saukville School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Director of Special Services, Port Washington-Saukville School District, 100 W. Monroe Street, Port Washington, WI 53074 - Duane.Woelfel@pwssd.k12.wi.us