

DISTRIBUTION/POSTING OF NONCURRICULAR MATERIALS

Approval

Any group, organization, corporation, individual, club, society or association (hereafter referred to as "person" or "persons") that wishes to distribute any printed noncurricular material in any Centennial BOCES school or building or on Centennial BOCES property must submit the material to the executive director for approval a minimum of 48 hours prior to the proposed distribution. The executive director or designee may approve distribution or posting in accordance with this regulation and the accompanying policy, unless the executive director or designee determines the material is "unacceptable" as defined in the accompanying policy.

Appeal

Any person or persons who are denied approval for distribution or posting of printed noncurricular materials may appeal the decision to the Board. The appeal process will be as follows:

1. Within 10 days after the executive director's or designee's action, written notice must be served by the aggrieved party or parties on the executive director, requesting a hearing before the Board.
2. The executive director will schedule the hearing, which generally will be held within 30 days of the filing of a request for a hearing.
3. 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**
Approved distribution/posting of printed noncurricular materials must be made at places within Centennial BOCES or on Centennial BOCES grounds as designated by the executive director except that in no event may such materials be distributed in any classroom of any building then being occupied by a regularly-scheduled class.
2. **Time**
Distribution may be made one-half hour before the school day and/or during regularly scheduled lunch periods and/or 15 minutes after the end of the school day. Any other times during the school day are considered to be disruptive of Centennial BOCES's educational activities and programs.
3. **Littering**
All distributed/posted items discarded in any Centennial BOCES building or on Centennial BOCES grounds must be removed by the persons distributing or posting such materials.
4. **Distributors**
Students may not be used as the agents for distribution of materials without the written consent of the student's parent or guardian.
5. **Manner**
No student may in any way be compelled or coerced to accept any materials being distributed by any person distributing such materials or by any Centennial BOCES official. In the alternative, no Centennial BOCES official or student may interfere with the distribution of approved materials.

Violation of any of these regulations or accompanying policy will be sufficient cause for denial of the privilege to distribute or post materials at future dates, subject to the right of appeal as stated above.

Approved: January 18, 2018
Centennial BOCES