

## Distribution/Posting of Promotional Materials

### Approval

Any group, organization, corporation, individual, club, society or association (hereafter referred to as “person” or “persons”) that wishes to distribute any printed non-curricular material in Peaks Charter Academy must submit the material to the Administration or designee for approval a minimum of 48 hours prior to the proposed distribution. The Administration or designee will approve distribution subject to the regulations which follow unless they determines that the material is “unacceptable” as defined in the accompanying policy. The Administration or designee will explain in writing the reasons they determined the material was “unacceptable” under Board policy.

The Administration or designee at their discretion may require that the promotional materials contain an appropriate stamped or printed disclaimer which clearly indicates that the materials are not sponsored or endorsed by the district or school.

### Appeal

Any person or persons that are denied approval for distribution of printed non-curricular materials will have the right to appeal the decision to the TPCA Board. The appeal process will be as follows:

1. Within 10 days after the Administration or designee’s action, written notice must be served by the aggrieved party to the administration, requesting a hearing before the Board.
2. The Administration or designee will schedule the hearing on the agenda of the next regularly scheduled meeting of the Board which generally will be held within 30 days of the filing of a request for a hearing.
3. The aggrieved party or parties must attend the meeting. The Administration will have the burden of establishing to the Board’s satisfaction by clear and convincing evidence that the materials which are sought to be distributed are “unacceptable” as defined in policy. The aggrieved party will be allowed to defend distribution of the material.

The Board will issue a decision in writing within five working days following the hearing. The Board’s decision to support or reject the Administration action will be final.

### Regulations

1. Place

Distribution of printed non-curricular materials must be made at places within a high

school or on high school grounds as designated by the Principal except that in no event may such materials be distributed in any classroom of any building then being occupied by a regularly-scheduled class.

In the interest of student safety, distribution of printed non-curricular materials by a non-student may not occur inside any elementary or middle school building or on the playgrounds of such schools. Distribution may be made only at such places on school grounds as designated by the Administration. Distribution must not interfere with the orderly loading or discharge of students.

2. Time

Distribution the high school 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.

Distribution at elementary and middle school may be made one-half hour before and 15 minutes after the close of school. With Administrative approval only.

3. Littering

All distributed items discarded in school or on school grounds must be removed by the persons distributing such materials.

4. Distributors

Students may not be used as the agents for distribution of such 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 school official. In the alternative, no school official or student may interfere with the distribution of approved materials.

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

Approved: November 3, 2011