

ILLINOIS MATHEMATICS AND SCIENCE ACADEMY®

SECTION J
STUDENTS

STUDENT DISTRIBUTION OF MATERIALS

For purposes of this policy, “distribution” means the handing out personally, electronically or otherwise, any kind of material, hard copy or electronic, by a student or students to more than one student, employee, or faculty member on Academy grounds. This policy is not intended to and does not regulate the distribution in the classroom or residence hall of materials directly related to the Academy’s established curriculum that are approved by the instructor and which supplement the established curriculum, or that are circulated by a member of a student organization to other members of the same organization.

Students may distribute materials to other students, faculty members, employees or visitors, so long as they do so in accordance with the set forth in this policy.

Any material distributed primarily for the purpose of promoting sales of products, soliciting money, or promoting commercial activities, must be submitted to the Director of Student Life or designee in advance for approval. Distribution of this nature will be allowed only in connection with the activities of IMSA-sponsored organizations.

Material to be distributed by students may not contain the following:

- a) Material that would cause substantial disruption of the orderly operation of the Academy or its activities;
- b) Information that violates the privacy of other individuals;
- c) Material that is vulgar or otherwise socially inappropriate due to the maturity level of Academy students;
- d) Material that is commercial in nature;
- e) Material that advertises or promotes alcohol, tobacco, illegal drugs, or any other product or service harmful to minors or not permitted to minors by law;
- f) Material that is partisan political in nature, except at Academy sponsored educational activities or events at which a variety of political views are invited;
- g) Material that would violate any law or Board policy.

Students may distribute materials during the following time, in the following places, and in the following manner:

- a) TIME – distribution is permitted before and after individual classroom hours and formal IMSA activities and events, during meal periods, and during individual free time periods.

- b) PLACE – distribution is allowed in hallways, foyers, the entrance and exit to eating areas, at the entrance and exit ways to public areas, and in electronic forums that use IMSA resources. Students are expressly prohibited from distributing materials in the mailboxes (excluding electronic mailboxes), in the bathroom/shower areas, in the locker rooms or classrooms, in the private rooms of student and Resident Counselors in the Residence Halls (excluding email), and in electronic forums where they do not have authorized access.
- c) MANNER – distribution must be conducted in an orderly manner which does not disrupt classroom or other IMSA activities and events, does not impede the flow of traffic through the building or eating areas, and does not impede the operation of IMSA's computers and networks. Students shall not force their materials on any individual who indicates he/she does not want to receive the material. Electronic distribution also must be in accordance with published CNS guidelines and procedures.

Procedures for hard copy distribution:

Student groups sponsored by IMSA who wish to distribute must obtain prior written approval by the Director of Student Life L or designee. All materials being distributed must be signed and identified by the student group distributing the materials.

Any student distributing materials shall immediately upon request of an IMSA staff member, give to the requesting person a copy or sample of the material.

Any IMSA staff member may stop distribution immediately if the time, place and/or manner rules have been violated, if the material is libelous, obscene, in violation of Academy expectations, rules or policies, in violation of Local, State or Federal laws, or likely to be disruptive to the orderly conduct of the Academy. The Academy staff member stopping distribution immediately shall inform the Director of Student Life or designee.

If distribution is stopped, the Director of Student Life or designee shall immediately advise the students of the reasons for stopping distribution and the conditions, if any, under which distribution will be allowed to continue.

If any student objects to the decision of the Director of Student Life or designee to deny permission to distribute, or to stop distribution, the student may appeal to the Principal or designee who shall render a final decision by the close of the following business day. The decision of the Principal or designee is final.

ADOPTED: February 9, 1987
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