

## **371.1-RULE GUIDELINES FOR EQUAL ACCESS**

### **Requests**

All requests to conduct meetings at school under the district's limited open forum shall:

1. Be made to the building principal or his/her designee.
2. Be made in a timely fashion a minimum of two weeks in advance of the date and time requested.
3. Originate from students currently enrolled at the school where the request is initiated.
4. Indicate the specific facilities desired for such use.
5. Be for time outside of the regular school day.

### **Facility Usage**

1. Any facilities used for such a meeting shall be at the sole discretion of the school principal or his/her designee.
2. Any costs beyond the incidental cost of providing space that may be incurred shall be borne by the parties making the request.
3. All access to the use of school facilities will be based on availability.

### **Supervision**

1. Any meeting held on this basis must be supervised by a staff member.
2. The administration reserves the right to approve the individual who elects to supervise the activity.
3. The supervisor will act in a custodial capacity and will not be allowed to participate.

### **Attendance**

1. All meetings must be open to all students of the school where the request is initiated, regardless of gender, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap.
2. All attendance at such meetings shall be voluntary.
3. Non-school persons may not regularly attend direct, control, or conduct such meetings
4. The administration reserves the right to regulate the size of the group in relationship to the facilities requested.

### **Conduct**

1. Such meetings must not substantially interfere with the orderly conduct of educational activities within the school.
2. All school rules and school district policies apply to participants involved in such meetings.
3. All local, state, and federal laws apply to participants involved in such meetings.

**Content**

1. The school will not participate in the promotion of meetings conducted under these guidelines.
2. The scheduling of space for such a meeting shall not be construed as an endorsement to the content of the meeting.

The above guidelines are subject to change at the discretion of the school administration.

APPROVED: December 20, 1984

REVIEWED: September 12, 1994  
April 9, 2001  
February 11, 2008