

Book	Siskiyou Joint Community College District Administrative Procedures
Section	Chapter 3: General Institution
Title	Speech: Time, Place & Manner
Code	AP 3900
Status	Active
Last Revised	May 6, 2020
Last Reviewed	February 14, 2018
Prior Revised Dates	11/2009, 07/25/2012, 12/10/2013, 01/26/2016
Origin	Vice President, Student Services
Office	Student Services

The campuses of the District are dedicated to the dissemination of information and ideas, and the presence of engaged scholarly, cultural, and political debate. The ability of the campus community and the community at-large to engage in expressive activity is central to the identity of a community college. Of all social institutions in a democracy, an institution of higher learning has a special responsibility to promote an open atmosphere and to honor the first amendment.

In support of free speech, the college and centers of the District recognize that opposing or unpopular views are important. It is the responsibility of the campus community to provide opportunities for dialogue based on mutual respect and learning.

To this end, this speech procedure is designed to be broad, flexible, and to acknowledge the historic significance of free speech, while also preserving the teaching and public service mission of the District, whereas any community members, college faculty, staff, or student body are free to speak and write publicly, without censorship so long as they indicate they are not acting as an institutional spokesperson.

The students and employees of the District and members of the public shall be permitted to exercise their rights of free expression subject to the time, place and manner policies and procedures contained in Board Policy 3900 and these procedures.

The Campuses of the District designate the following areas generally available to students and the community, which are reserved for expressive activities which do not violate District policy and which are lawful; John Mantle Student Center (areas around the fire place), Weed Campus Quad, Learning Resource Center (LRC) Outdoor Quad, and Yreka Campus Quad. These areas are chosen so as to provide visibility and allow communication to a large number of students, administrators, faculty, and others walking or traveling on Campus but also so as not to disrupt educational and other activities of the District on behalf of students:

- The areas generally available to students and the community are limited public forums. The District reserves the right to revoke that designation to one or more areas and apply a non-public forum or other designation.
- The District reserves the right to designate areas as non-public forums as necessary to prevent the substantial disruption of the orderly operation of the College. Areas of the College that are non-public forums specifically include campus offices, classrooms, warehouses, maintenance yards, Lodges (lobbies, hallways, bathrooms), theater, athletic facilities including the locker rooms, and any other area not by tradition or designation a forum for public communication.

#### Use of Designated Areas for Speech

The use of areas generally available to students and the community (hereinafter referred to as “previously defined areas”) is subject to the following:

- Persons using areas generally available to students and the community and/or distributing material in the areas generally available to students and the community shall not impede the progress of passersby, nor shall they force passersby to take material.
- No person using the areas generally available to students and the community shall touch, strike or impede the progress of passersby, except for incidental or accidental contact, or contact initiated by a passerby.
- Persons using areas generally available to students and the community shall not use any means of amplification that creates a noise or diversion that disturbs or tends to disturb the orderly conduct of the Campus or classes taking place at that time.
- No persons using the areas generally available to students and the community shall solicit donations of money, through direct requests for funds, sales of tickets or otherwise, except when using the areas generally available to students and the community on behalf of, and collecting funds, for an organization that is registered with the Secretary of State as a nonprofit corporation, or is an approved Associated Students Organization or club.

Students, college employees, outside organizations, community groups, and others wishing to engage in speech or expressive activities on Campus in these previously defined areas must provide notification to the District through the Superintendent/President or the Chief Student Services Officer (CSSO) three business days in advance of the activities and must describe the nature of the planned activities. No illegal activities will be permitted, no activities which violate District or Campus rules, including rules and laws on illegal harassment and discrimination, and none that will substantially interfere with or disrupt activities already scheduled for that day and time in the designated areas. In the event the area sought to be used for expressive activities has already been reserved for another activity so that there will be substantial interference or disruption based on noise, overcrowding, or other considerations unrelated to content, the District will offer alternative available areas or, if none is available, offer alternative dates. Students, college employees, outside organizations, community groups, and others are encouraged to make reservations in advance to use the areas for their expressive activities by using the “Free Speech Guidelines” form.

All persons using the areas of the College generally available to students and the community identified above shall be allowed to distribute petitions, circulars, leaflets, newspapers, and other printed matter. Such distribution shall take place only within the areas as previously defined. Material distributed in the previously defined areas that is discarded or dropped in or around the previously defined areas other than in an appropriate receptacle must be retrieved and removed or properly discarded by those persons distributing the material prior to their departure from the previously defined areas.

#### **Hours of Access**

The hours of access for the District are designated as 7 a.m. to 10 p.m. Except during publicly posted meetings, expressive activities are not permitted outside the District’s hours of access. Overnight use or sleeping on campus is not permitted, nor is use of the campus areas for sleeping, camping, or laying down of bedding. Nor is use of facilities for similar purposes permitted during hours of operation with the exception of sanctioned activities.

**Posting:**

Bulletin boards and, in some cases, literature holders shall be provided for use in posting materials at campus locations convenient for use by students, staff, and members of the public. At least one bulletin board in the Student Center is available for public use. All materials displayed on a bulletin board shall clearly indicate the author or agency responsible for its production and shall be dated with the date of posting by the CSSO or designee(s). Materials displayed shall be removed after the passage of 30 days, up to the end of the semester, or immediately following the date of a posted event.

Individuals posting materials are responsible for removal of the materials when they are no longer timely, but staff may use discretion in removing any materials not in compliance with this procedure, outdated, or inappropriate for the College.

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**COLLEGE OF THE SISKIYOU  
FREE SPEECH/PUBLIC FORUM GUIDELINES**

As part of the right to expression of free speech, College of the Siskiyous identifies parameters associated with activities conducted on Campus. Please complete the following:

Event: \_\_\_\_\_

Location (circle all that apply):

**Weed Campus**

Student Center   Quad   LRC Lobby

**Yreka Campus**

Quad

Date(s): \_\_\_\_\_

Time(s): \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Conditions are:

1. May not disrupt normal flow of people through the area.
2. Display the Public Forum Event sign (provided by the Office of the Vice President of Student Services)
3. Must make reasonable efforts to retrieve, remove, or properly discard material that is discarded or dropped in or around the areas other than in an appropriate receptacle.

Approved:

\_\_\_\_\_  
Chief Student Services Officer/  
Vice President, Student Services

Date: \_\_\_\_\_

Legal

Education Code Sections 76120 and 66301