

**CHAPTER 3: GENERAL INSTITUTION  
ADMINISTRATIVE PROCEDURE NO. 3900**

**COLLEGE OF THE SISKIYOU**

**Procedure Manual**

**Title:** Speech: Time, Place, and Manner

**Revision Date:** 11/09; 7/25/12; December 10, 2013;  
January 26, 2016

**Responsible Area:** Vice President, Student Services

**Responsible Office:** Office of Student Services

**Reference:** Education Code Sections 76120, 66301

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 are non-public forums, except for designated areas generally available to students and the community, which are reserved for expressive activities which do not violate District policy and which are lawful. 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 and apply a non-public forum 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, and athletic facilities including the locker rooms.

The use of areas generally available to students and the community 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 where he or she is 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.

Non-student, community groups wishing to engage in speech or expressive activities on Campus generally available to students and the community must provide notification to the District through the Superintendent/President or designee who is 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 are available, offer alternative dates. Students, outside organizations 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 shall be allowed to distribute petitions, circulars, leaflets, newspapers, and other printed matter. Such distribution shall take place only within the areas generally available to students and the community. Material distributed in the areas generally available to students and the community that is discarded or dropped in or around the areas generally available to students and the community 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 areas generally available to students and the community that day.

**Posting:**

Bulletin boards are provided throughout the Campus for posting of College-related materials. All materials must be vetted through the CSSO, who will indicate approval by stamped with date of removal. Materials will be authorized to be posted for 30 days. No materials may be posted except on bulletin boards. All materials displayed on a bulletin board shall clearly indicate the author or agency responsible for its production. Each bulletin board will contain a list of restrictions for its use. Any material posted not in accordance with these restrictions is subject to removal. At least one bulletin board in the Student Center is available for general use.

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.

**COLLEGE OF THE SISKIYOU  
FREE SPEECH 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: \_\_\_\_\_

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

Time: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Conditions are:

1. May not disrupt normal flow of people through the area.
2. Display the Public Forum Event sign (provided by President/Superintendent's Office)
3. Follow the above guidelines.

Approved:

\_\_\_\_\_

Chief Student Services Officer/  
Vice President, Student Services

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