

## Community Relations

### Advertising and Distributing Materials in Schools Provided by Non-School Related Entities

Community groups seeking to provide information that is beneficial to the District or its students shall be able to distribute such material by placing such materials in designated locations in school offices and by posting them on the “Community” page of the District’s website. Materials by entities not sponsored by the District shall explicitly state that they are not sponsored or endorsed by the District.

Additionally, due to their special relationship with the District, the following organizations shall also be entitled to distribute written materials to students by additional means:

1. School-sponsored organizations may distribute or post written material related to their activities (e.g., PTO);
2. State and federal agencies and units of local governments may distribute or post written material when such distribution will promote the health, safety, and welfare of students or is directly related to the school district's curriculum or school activities and is in furtherance of their governmental activities (e.g., Village of Minooka, Channahon Park District);
3. School-related organizations which support, provide, or augment the District’s curriculum, educational program, or related service may distribute or post written material related to their activities (e.g., the Young Rembrandts, which augments the District’s fine arts program; the YMCA, which provides before- and after-school daycare for District students).

Distributions under this Policy by the three types of entities described above shall be at reasonable times and locations, and shall be made in a reasonable manner as determined by the administration at each school.

Material distributed by any group through any channel of the District shall first be approved by the building principal or Superintendent in accordance with the rules and regulations implementing this policy.

Nothing herein shall prevent teachers and administrators from utilizing outside materials or speakers when they have determined that such materials or speakers will further the curriculum or educational program of the students under their charge or to promote their health, safety, and welfare.

The solicitation of funds or the sale of goods or services in the schools is prohibited except by school-sponsored or school-related organizations as part of a bona fide fundraising activity for the organization, when expressly approved by the Superintendent or designee.

1. No material or literature shall be posted or distributed that: Is libelous, invades the privacy of others, infringes on a copyright or trademark or is in any way prohibited by state or federal law;
2. Is obscene, pornographic, lewd, vulgar, or indecent;
3. Promotes alcohol, tobacco, drugs, or other illegal activity;
4. Is not appropriate for the age and maturity level of the students to whom it is directed; or
5. Is likely to cause substantial disruption to or materially interfere with the orderly operation of the school or its activities.

All material and literature must be student-oriented and have the sponsoring organization’s name prominently displayed.

The Superintendent is authorized to promulgate rules and regulations to implement this Policy.

LEGAL REF.: Berger v. Rensselaer Central School Corp., 982 F.2d 1160 (7th Cir. 1993), *cert. denied*, 113 S.Ct. 2344 (1993).  
DiLoreto v. Downey Unified School Dist., 196 F.3d 958 (9th Cir. 1999).  
Hedges v. Wauconda Community Unit School Dist., No. 118, 9 F.3d 5 (7th Cir. 1993).  
Lamb's Chapel v. Center Moriches Union Free School Dist., 113 S.Ct. 2141 (1993).  
Sherman v. Community Consolidated School Dist. 21, 8 F.3d 1160 (7th Cir. 1993), *cert. denied*, 114 S.Ct. 2109 (1994).

CROSS REF.: 7:325 (Student Fund-Raising Activities), 7:330 (Student Use of Buildings - Equal Access)

ADOPTED: April 25, 2012

## **Community Relations**

### **Administrative Procedure - Advertising and Distributing Materials in Schools Provided by Non-School Related Entities**

#### **Submitting Requests**

All requests to distribute material intended to be beneficial to the District or its students shall be directed to the building principal or the Superintendent.

Each request must specifically describe the material or literature proposed to be made available in the school offices or included in the school's website, as well as the name of the organization, the purpose for distributing the material, and the proposed dates for the material to be posted or distributed, and provide a copy of the material to be distributed.

#### **Consideration of Requests**

The principal or Superintendent shall review all requests for distribution of literature within 3 business days to ensure compliance with the District's policy and procedures. Within 3 business days, each request shall be approved or denied and the requesting entity shall be notified of such decision. In the event a request is not denied within 3 business days, it shall be deemed approved.

The principal or Superintendent will reject all requests to post or distribute material or literature that:

1. Is libelous, invades the privacy of others, infringes on a copyright or trademark or is in any way prohibited by state or federal law;
2. Is obscene, pornographic, lewd, vulgar, or indecent;
3. Promotes alcohol, tobacco, drugs, or other illegal activity;
4. Is not appropriate for the age and maturity level of the students to whom it is directed; or
5. Is likely to cause substantial disruption to or materially interfere with the orderly operation of the school or its activities.

If the request is denied, the Superintendent shall notify the organization of its right to appeal the denial within 5 calendar days to a committee of the Board of Education.

#### **Appeal to Board Committee**

Any appeal of a denied request to distribute literature may be appealed in writing, within 5 calendar days, to a committee of the Board of Education. The appeal shall include any additional reasons why the Board should allow the material to be distributed in the manner requested. The Board committee shall review such appeal and issue its decision within 5 business days of receipt of the appeal. If an appeal is not denied within 5 business days, it shall be deemed approved.

#### **Provision of Materials for Distribution**

If approved, the entity must have the material or posters delivered to the school. The school will not make copies. Any material for publication on the District's website shall be provided in electronic format to the Superintendent or building principal.

No student may be compelled or coerced to accept any materials being distributed by any non-school entity.

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