

## Community Relations

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

#### Requests from Community, Educational, Charitable, Recreational, or Other Organizations

<b>Actor</b>	<b>Action</b>
Community, Educational, Charitable, Recreational, or Other Organizations	<p>Direct to the Building Principal all requests to advertise events pertinent to students' interests or involvement.</p> <p>Specifically describe the material or content proposed to be displayed, distributed, included in the school's website, and/or included on District-issued electronic learning devices.</p> <p>Request specific dates for the material to be displayed or distributed.</p>
Building Principal	Refers all materials to the Superintendent or designee for screening to ensure compliance with the District's policy and procedures.
Superintendent or designee	<p>Screens all material before distributing or posting it to ensure compliance with the District's policy and procedures, including that all material and content be student-oriented, have the sponsoring organization's name prominently displayed, and clearly state that the organization is not affiliated with the District.</p> <p>Rejects all requests to post or distribute material or content that would: (a) disrupt the educational process, (b) violate the rights or invade the privacy of others, (c) infringe on a trademark or copyright, or (d) be defamatory, obscene, vulgar, or indecent.</p> <p>Determines the appropriate location for the content provided that any distribution by staff is done without discussion.</p> <p>Informs the organization whether its request is accepted or rejected.</p> <p>Removes all materials that are out-of-date from the building and/or website or District-issued learning devices.</p>
Community, Educational, Charitable, Recreational, or Other Organizations	<p>Deliver the material or content to the school. The school will not make copies.</p> <p>Provide in electronic format any information that the Building Principal agreed to publish on the school's website.</p>

Requests from Commercial Companies to Advertise and/or Distribute Material

Actor	Action										
Commercial Companies	<p>Direct to the Superintendent all requests to advertise on school grounds or in school publications or on District-issued learning devices.</p> <p>Specifically identify the requested location for advertisements, i.e.: (a) athletic field fence, (b) athletic, theater, or music programs, and/or (c) student newspapers or yearbooks, (d) scoreboards, and/or (e) other appropriate locations.</p> <p>Prominently display the company’s name on all advertising.</p> <p>Provide a copy of the proposed advertisement to the Superintendent.</p>										
Superintendent	<p>Screens all proposed ads to ensure that they follow Board policy 8:25, <i>Advertising and Distributing Materials in Schools Provided by Non-School Related Entities</i>, and will not: (a) disrupt the educational process, (b) violate the rights or invade the privacy of others, (c) infringe on a trademark or copyright, or (d) be defamatory, obscene, vulgar, or indecent.</p> <p>May approve a commercial request related to graduation, class pictures, or class rings.</p> <p>For all other commercial requests, makes a dispositional recommendation during an open School Board meeting.</p> <p>After the Board’s decision, takes all appropriate steps.</p>										
School Board	<p>From time-to-time, by Board resolution, determines minimum fees for advertising space. All fees are subject to negotiation and Board approval. Current minimum fees are:</p> <table data-bbox="613 1178 1255 1396"> <tr> <td>Athletic field fences</td> <td>\$ _____</td> </tr> <tr> <td>Athletic, theater, or music programs</td> <td>\$ _____</td> </tr> <tr> <td>Student newspaper or yearbooks</td> <td>\$ _____</td> </tr> <tr> <td>Scoreboards</td> <td>\$ _____</td> </tr> <tr> <td>Other appropriate locations</td> <td>\$ _____</td> </tr> </table>	Athletic field fences	\$ _____	Athletic, theater, or music programs	\$ _____	Student newspaper or yearbooks	\$ _____	Scoreboards	\$ _____	Other appropriate locations	\$ _____
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DATE: January 2016

REVIEWED: October 24, 2019; October 24, 2024

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