

Guidelines for Posting or Distributing Materials in Schools Provided by Community, Educational, and Recreational Organizations

Eligibility to Post and Distribute Materials

Pursuant to Board Policy 8:25, community-based, educational, or recreational organizations may advertise non-commercial events or information pertinent to students' interests or involvement by posting such events and information on the "Community Flyers" page of the District's website.

In addition, the following organizations may also distribute materials directly to students in schools and/or provide signage that is posted on school grounds at times, places and manner approved by the Superintendent or designee:

1. School-sponsored organizations may distribute written material related to their activities (e.g., SP/AT PTA, HE/HO PTA, LY/PR PTA, WB/GG PTA, PTA Council).
2. State and federal agencies and units of local governments may distribute 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 Glenview, Glenview Park District, etc.).
3. School-related organizations which support, provide, or augment the District's curriculum, educational program, or related service may distribute written material related to such activities (e.g., Glenview Education Foundation, Debra Gelfand Fund, CHARACTER COUNTS! of Glenview).

No other organization shall have its materials posted on the District's website or distributed directly to students through the school.

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.

Materials posted on the District's website or distributed to students are for informational purposes only. Posting or distributing does not imply District 34's endorsement of such materials.

Standards for Approval or Denial

All posted or distributed materials shall relate to information or events appropriate for students.

The District will not distribute any written material that:

1. Is defamatory, 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;
5. Is likely to cause substantial disruption to or materially interfere with the orderly operation of the school or its activities; or
6. Conflicts with pre-existing activities supported by public tax dollars, whether sponsored by a governmental entity or otherwise.

Required Content in Posted or Distributed Materials

Posted and distributed materials shall explicitly state that they are not sponsored or endorsed by District 34 and shall prominently state the organization's name and a contact telephone number.

Process to Request the Posting or Distribution of Materials

All requests to post or distribute materials must be submitted for approval, at least 10 business days prior to the date they are intended to be distributed, to:

Jenn Nimke
Director of Communications and Public Relations
jnimke@glenview34.org

Each request must include a PDF copy of the material the organization requests to post or distribute, the purpose for distributing the material, and the requested dates of distribution.

Consideration of Requests

The Director of Communications will review all requests to post or distribute written materials, approve or deny each request, and notify the requester of the decision within 3 business days. Any request not denied within 3 business days will be considered approved.

If a request is denied, the Executive Director of Communications and Strategic Planning will include in its notice of denial to the requester the fact that the requester may appeal the denial within 3 business days to the Board of Education.

If an organization or individual whose request to post or distribute material has been denied, it/he/she may appeal the decision to the Board of Education. The appeal must be in writing, must be sent via email to the Executive Director of Communications and Strategic Planning (bclark@glenview34.org) within 3 business days of the denial, and may include any additional information the requester would like the Board to consider in its review.

The Board of Education or a committee of the Board will review the appeal and issue its decision within 5 business days of receipt of the appeal. If no decision is issued by the Board or a Board committee within 5 business days, the initial denial will be considered overturned, and the request to distribute written material will be considered approved.

Commercial Companies' Purchase of Advertising Space

Consistent with Board Policy 8:25, commercial companies may purchase space for advertisements in or on athletic field fences, programs for school events, scoreboards, or other locations authorized by the Superintendent or his/her designee. Currently, District 34 sells advertising space in the following locations:

- *None at this time*

Commercial companies wishing to purchase advertising space in or on any of the above locations should contact the Assistant Superintendent of Business Services to obtain specific details regarding the size and costs of such advertisements and the length the advertisements are intended to be displayed.

A paper or electronic mock-up of a proposed advertisement must be submitted for approval to the Assistant Superintendent of Business Services. The submission should also include details regarding the proposed location of the advertisement and the size and structure of the advertisement (e.g., 3"x3" advertisement in a theater program, 4'x8' vinyl sign to be hung on baseball field fence, etc.).

The District will not accept an advertisement if it:

1. Is defamatory, 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;
5. Is likely to cause substantial disruption to or materially interfere with the orderly operation of the school or its activities;

6. Conflicts with pre-existing activities supported by public tax dollars, whether sponsored by a governmental entity or otherwise; or
7. Urges any voter to vote for or against any candidate, political party, or proposition.