

School Community Relations

Administrative Procedure - Advertising and Distribution of Materials in Schools Provided by Non-School Related Entities

Requests from Community, Educational, Charitable, Recreational Organizations, or Other Similar Civic Groups

Actor	Action
Community, Educational, Charitable, Recreational Organizations, or Other Similar Civic Groups	<p>Direct to the Superintendent or designee all requests to distribute proposed event(s) information pertinent to students' interests or involvement.</p> <p>A sample of the material or literature proposed to be displayed or distributed must be submitted.</p> <p>Request specific dates for the material to be posted or distributed.</p>
Outside organizations that are generally permitted to distribute events are:	Local public-school districts and governmental agencies, not-for-profit Scout or similar youth organizations, Glen Ellyn Park District, YMCA, West DuPage Special Education Recreation Association, not-for-profit local civic organizations, not-for-profit athletic organizations that feed into Glenbard District 87 and are sponsored by the Glen Ellyn Park District or the YMCA, area museums.
Superintendent or designee	<ol style="list-style-type: none"> 1. Screens all material before distributing or posting it to ensure compliance with the District's policy and procedures. 2. Rejects all requests to post or distribute material or literature that do not fit the criteria above or otherwise 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 (e) solicit for religious, secular or partisan political activities. 3. Requires that all material and literature be student-oriented and have the sponsoring organization's name prominently displayed. 4. Determines the appropriate location for posting the material and/or distributing it, provided that any distribution by staff is done without discussion. 5. Informs the organization whether its request is accepted or rejected. 6. Removes all materials and/or content that are out-of-date from the building, website, and/or District-issued learning devices.
Community, Educational, Charitable, Recreational Organizations, or Other Similar Civic Groups	<p>Have the material delivered to the school (the school will not make copies).</p> <p>Provide in electronic format any information that has been agreed to be published on the district Ebackpack page.</p>

Requests from Commercial Companies to Sponsor and/or Distribute Material

Actor	Action
Commercial Companies	<p>Direct to the Superintendent all requests to sponsor on school grounds or in school publications.</p> <p>Specifically identify the requested location for their sponsorship, i.e.: (a) athletic, theater, or music programs, and/or (b) scoreboards.</p> <p>Prominently display the company's name on all programs and/or literature.</p> <p>Provide a copy of the proposed sponsorship to the Superintendent.</p>
Superintendent	<p>Screens all proposed ads to ensure that they follow Board policy 8:25, Advertising and Distributing Materials in Schools Provided by Non-School Related Entities, 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. May approve a commercial request related to graduation, class pictures, or class rings. For all other commercial requests, makes a dispositional recommendation during an open School Board meeting. After the Board's decision, takes all appropriate steps</p>

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