

**~~Distribution of Materials and Advertising in the Schools~~**  
**DISTRIBUTION OF LITERATURE/ADVERTISEMENTS**  
**[ISBA Code: 4110]**

~~Distribution of materials and advertising in the schools shall serve a community, educational, charitable, or non-profit recreational, or similar purpose.~~

~~Organizations outside of the school setting:~~

- ~~• Must seek approval from the Superintendent or designee. This approval process can be initiated at the school or corporate level.~~
- ~~• Approval guidelines provide for a limited public forum.~~
- ~~• Upon approval, may be posted within a designated school or to the LSC website.~~

~~Organizations within the school setting:~~

- ~~• Must seek approval from the building administrator.~~
- ~~• Upon approval, may be posted within the school, to the school website, or distributed to students.~~
- ~~• May generate advertisements for the purpose of generating revenue for extra-curricular activities.~~
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~~The intent of this policy is to ensure students and faculty of the schools are protected from undue intrusions on their time caused by announcements, posters, bulletins, and communications from individuals and organizations not directly connected with the schools.~~

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

~~Materials and literature shall be posted and distributed only when it has been determined that the information will not: (1) disrupt the educational process, (2) violate the rights or invade the privacy of others, (3) infringe on a trademark or copyright, or (4) be defamatory, libelous, obscene, vulgar, indecent, or proselytize (the attempt to convert someone from one religion, belief, or opinion to another).~~

**Community, Educational, Charitable, or Non-profit Recreational Organizations**

~~Community, educational, charitable, non-profit recreational or similar groups may, under procedures established by the Superintendent, advertise events pertinent to students' interests or involvement. This may include displaying posters in areas reserved for community posters or posting to the digital portal on the District's website reserved for this purpose. All material and literature must be student-oriented and have the sponsoring organization's name prominently displayed including contact information.~~

### Commercial Companies and Political Candidates or Parties

Commercial companies may purchase space for their advertisements in or on: (1) athletic field fences, (2) athletic, theater, or music programs, (3) scoreboards, or (4) other appropriate location, provided the advertisements are consistent with administrative procedures and approved by the School Board. Board approval is not needed for commercial material related to graduation, class pictures, or class rings.

Commercial companies are prohibited from referencing any part of the School District for advertising or promoting the companies interests except as authorized by and consistent with administrative procedures and approved by the Board. This prohibition includes facility titles, corporation name, staff, and students.

Material from candidates and political parties will not be accepted for posting or distribution, except when used as part of the curriculum.

*The source for much of this policy is the Illinois School Board Association.*

Any federally designated youth organization having an educational purpose and promotes patriotism and civic involvement may request to provide oral and/or written information about the organization to students on school property. The request must be made to the school principal or superintendent. When such a request is made, the organization shall be provided a day and time to provide the information to students on school property at least once during the school year. The time may be during the school day or at an event where a majority of students and their families will be present.

An expanded criminal history check must be conducted of any representative of the organization who will be providing the information to students on school property. The cost of the expanded criminal history check is the responsibility of the organization's representative. If the organization's representative has been convicted of a felony crime for which a teacher may be terminated, the representative shall not be allowed to speak to students on school property.

Students and faculty of the schools are to be protected from intrusions on their time by announcements, posters, bulletins, and communications of any kind from individuals and organizations not directly connected with the schools.

At the same time, schools should inform and assist students to learn about programs, activities, or information that may be of help or service to them. The following general guidelines will apply:

1. Permission to post bulletins will be approved by the Superintendent or designee if they announce a program or service for youth by a nonprofit local agency.
2. The Superintendent or designee will determine which materials may be distributed to students. Military personnel will be provided with the opportunity to provide informational materials to students in the same manner as is given to postsecondary education institutions.

3. Materials soliciting money or information may not be distributed without specific Board approval. Board approval is continuing, and periodic reviews of approval will be conducted by the Board.
4. Direct sales by outside vendors to students in school are prohibited. School offices may provide lists of vendors carrying certain items relating to school requirements, or the office may carry and charge for miscellaneous items (e.g., pens, pencils, school T-shirts) or permit student organizations to vend products on a controlled basis.
5. Any organization not addressed in this policy that is not directly responsible for, or a part of, the public schools may not use the school facilities for communications and announcement purposes.

Advertising materials of commercial, political, or religious nature should not be displayed or distributed in the schools or on the school grounds. Students may not be used as agents for distributing non-school materials without the approval of the Superintendent.

This policy should not be construed as preventing a teacher from using instructional or informational materials even though the materials might include a reference to a brand, a product, or a service.

Legal Reference: IC 20-26-5-48  
IC 20-26-20-4

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DATE