

DISTRICT 202 DISTRIBUTION AND POSTING OF MATERIALS

District 202 is happy to share information from our community meeting the district's criteria for distribution with students and staff.

Building principals may (but are not required to) review and approve requests to distribute materials to their own students/staff from groups directly affiliated with their own schools such as their own PTO/PTA, their own Student Council, etc. Such approval should comply with the rules outlined below.

However, the district Community Relations Department must review and approve all distribution requests from **external** organizations – for example, any request from an organization asking to distribute materials to a school other than the school it is directly affiliated with, including other schools' PTOs/PTAs, community organizations, booster groups, etc. and requests for distribution to more than one school.

Pursuant to District 202 Board of Education Policy 8:25, all materials must be:

1. Student-oriented – advertising of items not legally available to students; supporting non-student political candidates (except on election day, when such materials may be posted in the school); that district administration deems lewd, obscene, vulgar or defamatory; that violates the rights of others; or that district administration believes will disrupt the educational setting will not be allowed
2. From a non-profit organization
3. From an organization which provides an educational public service or furtherance of school activities (such as Young Rembrandts, class ring or picture companies, etc.)
4. From any private organization that is sponsored by or working in support of District 202, such as CAPE, the Foundation for Excellence, and school/parent organizations (including groups in support of special education, gifted, bilingual, etc.)

NOTE:

- Examples of organizations from which materials may be approved include, but are not limited to, Boy/Girl Scouts, other governmental entities and community organizations if the materials meet Criteria #1-4.
- Materials advertising summer activities (camps, etc.) will be approved for office display or posting only, except for those from Category #4, which may be distributed to students with approval.
- The applicant must make appropriate numbers of copies and deliver the materials to be distributed to each building.
- District 202 will not distribute materials advertising events for which the sole purpose is fundraising, if a for-profit organization/business will benefit from any proceeds – for example, department store “scrip” programs. Such materials can be distributed to school/parent organizations to be used at the group's discretion to raise money for their organization/school. Parent groups (because they are non-profit organizations) can then distribute such information to students/staff at their own schools at the building principal's discretion.
- Under normal circumstances, a copy of a signed, original approval form must accompany materials to be distributed. However, faxed copies of a signed approval form may be allowed as a service to the applicant, at the district's discretion.

*****TO ENSURE SMOOTH OPERATIONS AT THE START AND END OF THE SCHOOL YEAR, MATERIALS WILL BE DISTRIBUTED BETWEEN THE SECOND FULL WEEK OF THE SCHOOL YEAR AND ONE WEEK PRIOR TO THE LAST DAY OF SCHOOL (September 4, 2007-May 23, 2008.)**