

**COMMUNITY RELATIONS**

The administration shall regulate the time, place, and manner of the distribution of materials.

**Administrative Procedure - Distribution of Informational Material to Students by Non-Students**

The following criteria will apply to all materials for posting, distribution and/or announcements:

1. Only organizations serving students residing in the Oswego Community Unit School District 308 boundaries that are non-profit or not for profit will be allowed to distribute materials. Organizations may be asked to provide a copy of their 501(c)(3) or IL-492-3456 designation. Distribution of materials for commercial organizations will not be permitted.
2. Permission for the distribution of materials to a single district building is at the discretion of the building administrator. Distributions intended for multiple district buildings must be approved through the District 308 Administrative Center. All distributions must adhere to Board Policy and Administrative Procedures.
3. Organizations must submit a Distribution Request Form seeking permission to post/distribute materials. The form can be accessed through the District 308 Web site. The Distribution Request Form should be completed and received at the District Administrative Center by the 15<sup>th</sup> of the month prior to the month of distribution. A copy of the proposed flier/announcement must accompany the request for distribution.
4. All activities or information must be appropriate for **students**. Activities should relate to a school function, event or purpose, or relate to an agency that offers widely appealing recreational program options for students.
5. Activities should not conflict with public tax support efforts already in effect.
6. Activities should accommodate a community-wide need and must be significant for the portion of the population serviced within the boundaries of Oswego Community Unit School District 308.
7. An organization should attempt to limit its requests to one per month.
8. **Materials are posted/distributed for informational purposes only. This does not imply District 308's endorsement of them.**

LEGAL REF.: *Hazelwood v. Kuhlmeier*, 108 S.Ct. 562 (1988).  
*Hedges v. Wauconda Community Unit School Dist. No. 118*, 9 F.3d 1295 (7th Cir. 1993).

## **DISTRIBUTION GUIDELINES**

**Distribution requests must adhere to Board Policy 8:120 and Administrative Procedure 8:120AP—Distribution of Informational Material to Students by Non-Students.**

**CATEGORY I:** Another public school district, or any other not-for-profit organization holding a 501(c)(3) or an IL-492-3456 may submit information for distribution as long as the primary purpose is to further the education, civic, and social development of the students of the District.

**CATEGORY II:** State and federal agencies and units of local governments may submit information for distribution as long as the primary purpose is to promote the health, safety and welfare of students or is directly related to the school district's curriculum or school activities.

**CATEGORY III:** Teachers and administrators may utilize outside materials or speakers when they have determined that such materials or speakers are necessary to further the educational program of the students under their charge or to promote their health, safety and welfare.

### **Online Flier Distribution**

Flier Distribution in District 308 is primarily done through the posting of approved information on the District's community flier Web page. Qualifying organizations wanting to distribute information in this manner must electronically submit a completed Distribution Request Form along with a PDF file of the proposed flier/announcement according to the guidelines posted on the District Web site.

### **Limited Print Material Distribution**

On an extremely limited basis, the district may approve a select number of print materials (fliers/posters) to be made available in the main offices and/or posted in District 308 school buildings as appropriate. Materials specifically approved for this type of distribution will be posted on school bulletin boards and/or placed on a table in the school office with the students being responsible for deciding whether or not to take the materials home.

Approved posters will be limited to 5 copies at the elementary level, 10 copies at the junior high level and 15 copies at the high school level. Approved fliers will be limited to no more than 100 per school with materials being delivered to the principal of the school, with a copy of the approval form signed by the Superintendent or designee, by the first day of the approved month of distribution. It is not possible for the schools to make additional copies.

Category III fliers related to special events may be sent to special teachers (music, P.E., art) for limited distribution at the teachers' discretion. ***Bundle in groups of 100 per school.***