

To: Dr. Charles Johns  
Board of Education  
From: Brad Swanson  
Date: October 24, 2022  
Re: Policies and Procedures

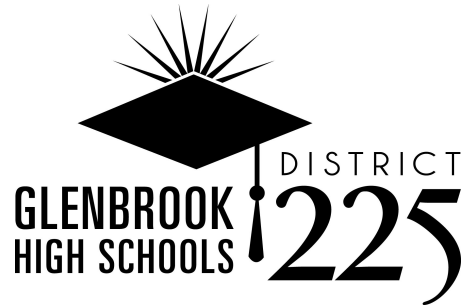
**Background:**

The district has established a Policy and Procedures Review Process that leads to revisions of current, or adoptions of new, policies and procedures. Much of this work takes place with the Superintendent Policy Committee, which consists of two Board Members, the Superintendent, the Associate Superintendent, and the Executive Director of Human Resources, and is facilitated by the Assistant Superintendent for Administrative Services.

The review process is supported by two main resources - ongoing discussions with legal counsel and the use of the Policy Reference Education Subscription Service (PRESS) as provided by the Illinois Association of School Boards (IASB). The district's legal counsel is directly involved with reviewing recommended revisions and creating new policies. PRESS provides ongoing guidance on policy and procedure subjects, suggested language, and state and federal law updates. District policies and procedures are identified for review based on legal counsel or PRESS recommendations, present district circumstances or discussions, or a three-year timeline.

The review process consists of but is not limited to, the following steps.

1. Superintendent identifies the prioritization of policies and procedures to be reviewed
2. The Policy Committee and legal counsel conduct an initial read and review
3. District stakeholders are identified to participate as an ad hoc committee as needed and conduct an initial read and review
4. Suggested revisions are offered on working documents
5. Legal educational sessions and additional reviews are conducted as needed
6. Updates and reviews are facilitated with the leadership of the GEA, GESSA, and GESPA as appropriate



7. Updates and reviews are facilitated with standing administrative committees or teams such as building Instructional Leadership Teams, the Building Administrative Teams, Instructional and Operational Councils, and Cabinet
8. Feedback from all stakeholder reviews is communicated to the Policy Committee
9. Review cycles and discussions are repeated as necessary to establish a comprehensive process that provides voice and understanding for all relevant stakeholders, association leadership, administration, and the Policy Committee.
10. The Policy Committee recommends revised policies and procedures to the Board of Education for a First Read
11. Additional discussions or reviews may occur based on board member or community feedback
12. The Policy Committee recommends revised policies and procedures to the Board of Education for a Second Read and Approval

**Recommendation:**

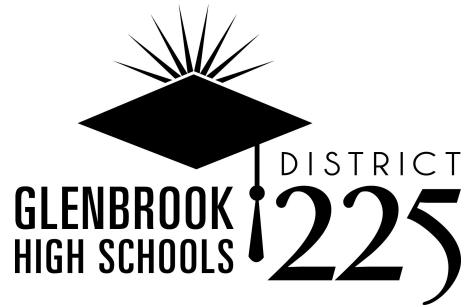
As the Superintendent's Policy Committee recommended, please review and discuss the following revisions to the given Board of Education policies and procedures. Please note the summary description and revision highlights underneath each policy or procedure.

In addition, please know that the recommended revisions offered by board members at the October 10, 2022, Board of Education meeting have been incorporated into the revised policies.

These policy revisions are recommended for Board of Education approval.

**7180 Policy - Instructional Materials**

Summary: This policy establishes the standard by which Instructional Materials are selected and approved, defines Instructional Materials as those being purchased by the district or families, directs concerns about Instructional Materials to 9050 policy and Procedures - Concerns Regarding Curriculum or Related Instructional Materials, and outlines the procurement process for Instructional Materials.



Revision Highlights:

- Section B defines Instructional Materials as curriculum-supporting resources that are approved and purchased by the Board or required to be purchased by students/families.
- Section C speaks to the fact that the Board of Education only approves Instructional Materials. Supplemental materials do not require Board approval and may be provided by teachers. If students or parents request alternate materials, such alternatives will be provided so long as, in the teacher's professional judgment, the alternate materials will still meet course requirements.
- Section D directs any concern or complaint regarding Instructional Materials to 9050 Policy and Procedures - Concerns Regarding Curriculum or Related Instructional Materials.
- Section F incorporates topics from 7190 Policy and Procedures - Textbook Selection, Adoption, and Bookstore Operation to describe the procurement process within the 7180 Policy. 7190 Policy and Procedures - Textbook Selection, Adoption, and Bookstore Operation will be sunsetted.

**7190 Policy - Textbook Selection, Adoption, and Bookstore Operation**

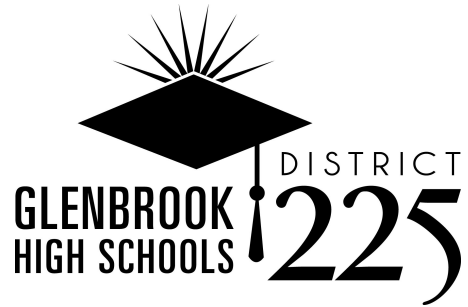
Sunset Policy: These procedures have been incorporated into 7180 Policy - Instructional Materials.

**7190 Procedures - Textbook Selection, Adoption, and Bookstore Operation**

Sunset Procedures: These procedures have been incorporated into 7180 Policy - Instructional Materials.

**7200 Policy - Library Materials Selection and Collection Management**

Summary: This policy outlines the guidelines and standards for the selection and management of library materials, provides American Library Association reference documents, and directs concerns to 7200 Procedures - Library Materials Selection and Collection Management.



#### Revision Highlights:

- Section A removes the reference to the American Library Association, as it is later referenced in Section B, Paragraph 5.
- Section B revisions provide numerous language clarifications.
- Section B, Paragraph 5, will provide links to American Library Association documents that offer library materials selection and collection management guidelines.
  - [Freedom to Read](#)
  - [Freedom to View](#)
  - [Labeling Library Materials](#)
  - [The Library Bill of Rights](#)
  - [Access to Resources and Services in the School Library](#)
- Section B, Paragraph 6, differentiates that a member of the public may inspect library materials, whereas only a resident of the school district may challenge library materials. 7200 Procedures - Library Materials Selection and Collection Management are referenced as the complaint process.

### **7200 Procedures - Library Materials Selection and Collection Management**

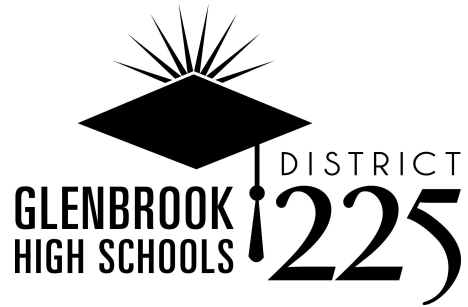
Summary: These procedures outline the process for concerns raised by school district residents regarding library material selection and collection.

#### Revision Highlights:

- The last sentence of the introductory paragraph is removed, as it is later stated in paragraph 11.
- Paragraph 4 more clearly outlines the review committee.
- Paragraphs 6 - 11 more clearly outline the appeal process and timeline.

### **7330 Policy - Controversial Issues**

Summary: This policy states that controversial issues are vital to a rich and comprehensive curriculum, offers guidelines for students and staff when engaged in controversial issues, and directs related concerns to be processed with the



teacher, instructional supervisor, and principal (or designee) before a formal complaint under [2070 Policy - Uniform Grievance](#).

**Revision Highlights:**

- Section B, Paragraph 1a, uses the phrase “classroom experiences” to more fully encapsulate the activities of both teachers and students. In addition, it states that classroom experiences should align with the approved department curricula within a classroom environment of respect and rapport.
- Section B continues to provide behaviors and expectations for staff and students regarding controversial issues.
- Section C is an addition to this policy. It directs concerns to be addressed locally within the building with the teacher, instructional supervisor, and principal or designee, before the possible formal complaint process utilizing the 2070 Policy - Uniform Grievance.

**7360 Policy - Religion and Education**

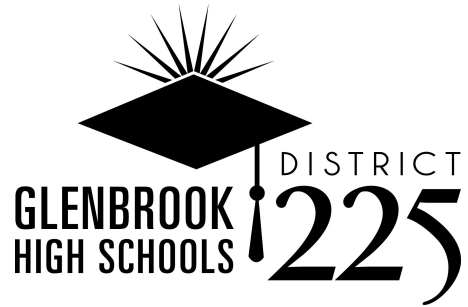
**Summary:** This policy prohibits religious instruction or services in school but allows for in-class instruction about religion or religious groups as part of the approved curriculum.

**Revision Highlights:**

- Section B is removed as it is addressed in 5030 Policy - Community Use of School Facilities.

**9050 Policy - Concerns Regarding Curriculum or Related Instructional Materials**

**Summary:** This policy recognizes the responsibility of the Board to consider concerns regarding Curriculum or Instructional Materials by residents of the school district, states that the final decision on curricular matters rests with the Board, and directs concerns regarding Curriculum or Instructional Materials to 9050 Procedures.



Revision Highlights:

- Section A references Instructional Materials standards in the 7180 Policy - Instructional Materials.
- Section B states that some matters of the curriculum are mandated by Illinois law.

**9050 Procedures - Concerns Regarding Curriculum or Related Instructional Materials**

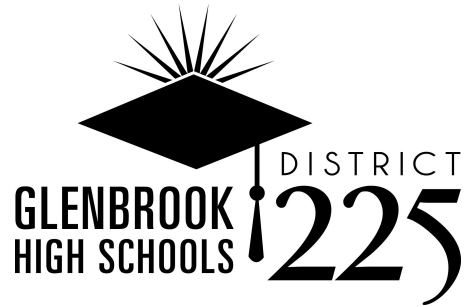
Summary: These procedures outline the process for concerns raised by residents of the school district regarding Curriculum and Instructional Materials.

Revision Highlights:

- These procedures are now more closely aligned with the complaint process provided in 7200 Procedures - Library Materials Selection and Collection Management.
- The first three steps of these procedures emphasize the importance of discussing concerns locally in the building with the teacher, instructional supervisor, and principal or designee.
- The remaining procedures will be used if a formal complaint is offered in writing. A committee structure and a calendar for possible appeals are provided. The complaint form utilized is similar to the form used in 7200 Procedures - Library Materials Selection and Collection Management.

**9200 Policy - Distribution of Advertising, Communications, Materials, or Literature in Schools/On School Grounds Provided by Non-School Related Individuals or Entities**

Summary: This policy states that the district has not established an open forum for the distribution of information by non-district individuals or entities, establishes that all materials distributed are aligned with the district's mission and are school-sponsored, allows for Board approved commercial



advertisements, and provides the procedures for requests and approvals of any such outside material or information.

**Revision Highlights:**

- Sections A, B, and C clarify language.
- Section D clarifies language and references Policy 7180 - Instructional Materials, Policy 7200 - Library Materials Selection and Collection Management, Policy 7330 - Controversial Issues, Policy 7360 - Religion and Education, Policy 9050 - Concerns Regarding Curriculum or Related Instructional Materials, and Policy 9250 - Corporate Sponsorship.
- Section E refers to appeals to Policy 2070 - Uniform Grievance.
- Section F incorporates 9200 Procedures.

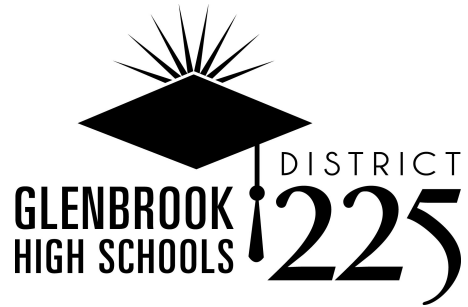
**9200 Procedures - Advertising and Distributing Materials or Literature in Schools/On School Grounds Provided by Non-School Related Entities**

Sunset Procedures - These procedures have been incorporated into 9200 Policy - Distribution of Advertising, Communications, Materials, or Literature in Schools/On School Grounds Provided by Non-School Related Individuals or Entities.

Legal counsel and multiple stakeholder groups have processed the previous recommendations. The following timeline outlines the facilitated discussions and review process.

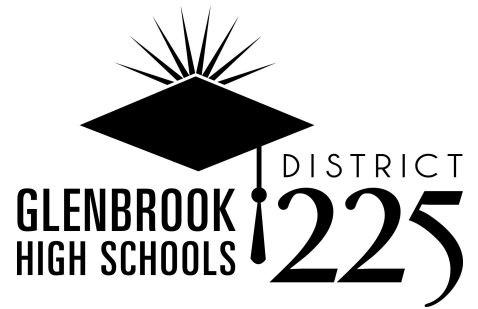
**Timeline of Facilitated Discussions and Review Process**

- 6/13 - Legal Counsel
- 6/17 - Legal Counsel
- 6/24 - Legal Counsel
- 7/14 - Legal Counsel and Building Principals, Associates, and Assistants
- 7/14 - Policy Committee (two Board Members, Superintendent, Associate Superintendent, Assistant Superintendent for Administrative Services, and Executive Director of Human Resources)



- 7/20 - Legal Counsel
- 7/26 - Legal Counsel and GEA President
- 8/2 - Legal Counsel presentation to All Administrators
- 8/4 - Legal Counsel
- 8/4 - Policy Committee
- 8/8 - Head Librarians (7200 Policy)
- 8/9 - Policy Committee
- 8/17 - Legal Counsel
- 8/17 - GEA President
- 8/17 - Policy Committee
- 8/22 - Cabinet (Superintendent, Associate and Assistant Superintendents, and Principals)
- 8/23 - GEA President
- 8/26 - Policy Committee
- 9/2 - Legal Counsel, GEA Leadership, Building Principals, Associates, and Assistants
- 9/6 - GBN and GBS Building Administrative Teams (Principals, Associates, and Assistants)
- 9/6 - Cabinet
- 9/7 - GBN and GBS Instructional Leadership Teams (Principals, Associates, Assistants, Instructional Supervisors, Head Librarians, Instructional Coach, and Director of Academy)
- 9/12 - GBN and GBS Building Administrative Teams
- 9/12 - Cabinet
- 9/19 - Cabinet
- 9/21 - Assistant Superintendent for Educational Services and Principals
- 9/23 - GEA Leadership and Administration
- 9/27 - Cabinet
- 9/28 - GBN and GBS Instructional Leadership Teams
- 10/3 - Cabinet
- 10/3 - Policy Committee
- 10/10 - Legal Counsel and Board of Education first read and discussion





- 10/13 - Policy Committee
- 10/24 - Legal Counsel and Board of Education second read and approval (anticipated)

## Instructional Materials

### Section A - Introduction

~~Definition: Instructional Materials are resources that support the curriculum. ¶~~

¶

The Board of Education is committed to the development of an informed and responsible citizenry. As elected community officials, the Board of Education recognizes its responsibility to be sensitive to community standards in the performance of its duties. The Board of Education also recognizes that, in a pluralistic society, differing points of view exist ~~that which~~ cannot be ignored because of partisan or doctrinal preferences. Thus, the Board of Education affirms each student's access to Instructional Materials ~~that which may~~ reflect a variety of values and perspectives and entrusts to the professional judgment of the administration and teaching staff the selection of appropriate Instructional Materials. To ensure a comprehensive and balanced education, principle and reason, not personal opinion or prejudice, should guide the selection of materials. Materials shall not be excluded because of the race, nationality, political, or religious views of the author/creator.

All District classrooms and learning centers should be equipped with an evenly proportioned assortment of Instructional Materials. These materials should provide quality learning experiences for students and:

1. Enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the ~~students~~ pupils served;
2. Stimulate growth in factual knowledge, literary appreciation, aesthetic values, critical thinking, and ethical standards;
3. Present varied points of view concerning the problems and issues of our times -- international, national, and local -- so that ~~students~~ young citizens may develop under guidance the practice of critical reading and thinking;
4. ~~Be based on the values of~~ Spur the interest and enlightenment of all students ~~in the community~~;
5. Depict in an accurate and unbiased way the ~~cultural~~ diversity and pluralistic nature of American society, and
6. Contribute to a sense of the worth of people regardless of sex, race, religion, nationality, ethnic origin, sexual orientation, disability, ~~viewpoint~~, morals, or other differences that may exist.

### Section B - Definitions

~~Instructional Materials - Resources approved, purchased, and provided by the Board of Education or those required to be purchased by students (either directly or by loan, per Section F below) (or loaned to students through the assessment of a student fee (that support the curriculum.~~

### Section C - Approval Process

1. The Board of Education will approve and make available to students all required textbooks and other Instructional Materials ~~that which~~ are required for requirements of any approved curricular offering, including those ~~or are~~ required to be purchased by students in District #225.
2. Supplemental ~~Instructional m~~ Materials ~~that are not required and that have~~ do not ~~been~~ need the approval ~~of~~ by the Board of Education, may be provided so long as each student is given the option to choose alternate materials ~~that which~~, in the teacher's judgment, would satisfy the course requirements.

### Section DE - Availability of Materials for Public Inspection

Any member of the public~~one~~ may inspect any textbook or other instructional M~~m~~aterial upon request. Any complaint regarding instructional materials may be brought pursuant to Policy 9050 Procedures - Concerns Regarding Curriculum or Related Instructional Materials.~~¶~~

### Section ED - Supplemental Materials

Teachers are encouraged to use supplemental material~~only~~ when it will enhance, or otherwise illustrate, the subjects being taught, and are to ensure, prior to any use, that such material is age-appropriate. No R-rated movie shall be shown to students unless prior approval is received from the Superintendent or designee, and no movie rated NC-17 (no one 17 and under admitted) shall be shown under any circumstances. These restrictions also apply to television programs and other media with equivalent criteria.~~rating.~~

### Section F - Procurement and Distribution of Materials

The school bookstore will stock approved Instructional Materials and other materials used in school. To facilitate the orderly processing of requests for material purchasing, the materials list for each class shall be finalized by April prior to the upcoming school year.

Instructional Materials may be loaned to students through the assessment of a student fee (Board Policy 4040), or sold directly to students. Materials loaned to students must be returned in an acceptable rental condition, including, but not limited to:

- No water damage;
- No broken spine or binding;
- No tears in or taping on the covers;
- No missing, torn, or loose pages;
- No burn, fire, or smoke damage; and
- No odor of any kind.

Musical instruments that are utilized in a school's instrumental music program may also be loaned to students. Each school will be responsible for procuring and maintaining an inventory of musical instruments for loan to students through the assessment of a student fee (Board Policy 4040). Any student borrowing a musical instrument will be required to submit a contract signed by the student's parent/guardian with the following provisions:

- A description of the musical instrument assigned to the student for the school year.
- The student fee that will be assessed to the student's financial account for renting the musical instrument.
- Acknowledgment that the student will assume all costs of repairs for the musical instrument that are necessary to be made during the school year, except for repairs that are considered normal wear and tear. Normal wear and tear is defined as:
  - Woodwinds: Pads and corks can be expected to wear out in normal use.
  - Brass: Lacquer finish can be expected to wear off at places on the musical instrument where it is in frequent contact with the body.
  - Strings: Strings, bow hair, and bridges can be expected to wear out in normal use.

- Acknowledgment that the student will assume full responsibility for the cost of replacement in the event the musical instrument is lost or stolen.

Students that do not return Instructional Materials loaned to them by the last day of the school year, or return such Materials in a non-acceptable rental condition, will be assessed a financial obligation in the amount of the school purchase price for replacement and the cost of shipping and handling such replacement.

The price for any Instructional Materials sold directly to students will be set as follows:

- If sold directly by the school, the price will include the school purchase price and the cost of shipping and handling (105 ILCS 5/28-8);
- If sold by a designated agent, the price will not exceed 110% of the school purchase price (105 ILCS 5/28-9).

No discrimination or punishment of any kind, including the lowering of grades or exclusion from classes, may be exercised against a student whose parents or guardians are unable to purchase Instructional Materials or to pay required fees (105 ILCS 5/28-19.2). Students unable to purchase Instructional Materials or pay required fees shall be advised of the financial assistance program as outlined in Board Policy 8230.

Approved:	April 7, 1975
Revised:	May 29, 2001
Revised:	February 24, 2014
Revised:	TBD

BOARD POLICY: TEXTBOOK SELECTION, ADOPTION, AND BOOKSTORE OPERATION — ~~7190~~

Section A—Textbook Selection and Adoption

~~The Board of Education will approve additions and deletions in existing textbook lists prior to the opening of each new school year. If a textbook is removed from circulation by a publisher, or if the school receives a revised edition of a currently approved textbook, the Board of Education will approve substitutions during the school year.~~

Section B—School Bookstore

- ~~1. A school bookstore will stock for sale approved textbooks, instructional materials, general and athletic supplies, locks, and other materials used in school. The student price for each item will include the school purchase price and the cost of shipping and handling. The schools may purchase textbooks from the publishers and sell them to the pupils at such prices as will include the cost of shipping and handling.~~
- ~~2. No discrimination or punishment of any kind, including the lowering of grades or exclusion from classes, may be exercised against a student whose parents or guardians are unable to purchase required textbooks or instructional materials or to pay required fees. See Board Policy **8170**: Student Aid Fund for Students Unable to Purchase Textbooks and Other Items Necessary for Their Education.~~

~~Source: 1994 Illinois School Code Sec.5/28-8 and 5/28-19.2~~

~~Revised: April 7, 1975~~

~~Revised: March 27, 1995~~

~~Revised: May 29, 2001~~

~~Revised: August 11, 2003~~

PROCEDURES FOR IMPLEMENTING BOARD POLICY: ~~TEXTBOOK~~

~~SELECTION, ADOPTION, AND BOOKSTORE OPERATION~~

7190

Page 1 of 5 pages

Section A – Introduction

~~The Board of Education has entrusted to the professional judgment of the administration and teaching staff the selection of required textbook materials which support the curriculum. However, the Board recognizes its legal responsibility to approve all textbook changes. The procedures outlined below are intended to facilitate the orderly processing of requests for textbook adoptions or deletions.~~

Section B – Procedures

- ~~1. Textbook change requests may be initiated by a single teacher, a group of teachers, or a departmental committee established for this purpose.~~
- ~~2. By February 1, all requests for textbook changes shall be submitted by the initiator(s) to the appropriate instructional supervisor for review. The instructional supervisor shall either endorse the request or disapprove it. If the request is endorsed, the instructional supervisor shall forward the request to the associate principal. If the request is disapproved, the instructional supervisor shall return the request to the initiator(s) together with the reason for the disapproval.~~
- ~~3. After conducting their review, the instructional supervisors shall submit endorsed requests to their associate principal by March 1. The associate principal shall review the requests with the principal and the associate principal shall either endorse them or disapprove them. If a request is endorsed, the associate principal shall forward the request to the superintendent or the superintendent's designee by the last school day in March. If a request is disapproved, the associate principal shall return the request to the appropriate instructional supervisor together with the reason for the disapproval.~~
- ~~4. The superintendent or designee shall review the requests and either endorse them or disapprove them. If a request is endorsed, the superintendent or designee shall forward the request to the Board of Education for approval by the fourth week of April. If a request is disapproved by the superintendent or the board, the superintendent or designee shall return the request to the appropriate principal together with the reason for the disapproval.~~

Section C—Forms and Additional Information

- ~~1. All textbook change requests, whether they involve a single hardbound text or a series of paperbacks, shall use the same form. The initiator of a textbook change request shall submit a completed copy of the Textbook Change Request form, together with a copy of any new text, when submitting a request. A copy of the Textbook Change Request form is attached to these procedures.~~
- ~~2. In general, textbook changes shall not be approved if the text to be dropped has been used less than five years. If a request involves dropping a text which has been used for less than five years, an extraordinary rationale shall accompany the request.~~
- ~~3. Recommended, but not required, supplemental instructional materials do not need the approval of the Board of Education provided each student is given the option to choose alternate material which, in the teacher's judgment, would satisfy the course requirements.~~
- ~~4. Those requests for textbook changes resulting from summer curriculum projects or extraordinary circumstances shall be presented to the Board of Education in July.~~

Sources: School Code of Illinois, Sec 5/28-6 to 5/28-21

Revised: July 23, 1979

Revised: March 27, 1995

Revised: May 29, 2001

Revised: August 11, 2003

**GLENBROOK HIGH SCHOOLS  
TEXTBOOK CHANGE REQUEST**

**SECTION I**

~~(Answer all questions which are applicable to this request.)~~

1) ~~School: \_\_\_\_\_ Department: \_\_\_\_\_ Course: \_\_\_\_\_  
Course Code(s): \_\_\_\_\_~~

2) ~~Text to be Dropped or Replaced:~~

~~Text Title: \_\_\_\_\_ Author: \_\_\_\_\_~~

~~Publisher: \_\_\_\_\_ Edition: \_\_\_\_\_ Copyright Date: \_\_\_\_\_~~

~~Cost of Text: \_\_\_\_\_ Year Text was Adopted: \_\_\_\_\_~~

3) ~~Text to be Added or Adopted:~~

~~Text Title: \_\_\_\_\_~~

~~Author: \_\_\_\_\_~~

~~ISBN # \_\_\_\_\_~~

~~Publisher: \_\_\_\_\_~~

~~Edition: \_\_\_\_\_ Copyright Date: \_\_\_\_\_ Cost of Text: \_\_\_\_\_~~

~~Estimate the number of copies of the text necessary for the next school year: \_\_\_\_\_~~

4) ~~Cost of All Books and Required Materials used in Course  
In Current School Year: \_\_\_\_\_~~

~~\$ \_\_\_\_\_~~

5) ~~Cost of All Books and Required Materials to be Used in  
Course During the Next School Year: \_\_\_\_\_~~

~~\$ \_\_\_\_\_~~

6) ~~Brief Rationale for Change: \_\_\_\_\_~~

~~\_\_\_\_\_~~

~~\_\_\_\_\_~~

~~\_\_\_\_\_~~

7) ~~Request Submitted By: \_\_\_\_\_ Date Submitted \_\_\_\_\_~~

8) ~~Action taken by the Instructional Supervisor: \_\_\_\_\_~~

~~If disapproved, why? \_\_\_\_\_~~

9) ~~Action taken by the Principal: \_\_\_\_\_~~



If ~~disapproved~~, why? \_\_\_\_\_

~~If the textbook or workbook is being dropped, and no replacement is to be added, omit Section II and fill in Section III.~~

## **SECTION II**

- 1) ~~How will the adoption of this specific text aid in the attainment of the purposes of this course?~~

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Please rate the proposed textbook:: \_\_\_\_\_ to a \_\_\_\_\_ to \_\_\_\_\_ to a \_\_\_\_\_ to a \_\_\_\_\_  
limited \_\_\_\_\_ some \_\_\_\_\_ fair \_\_\_\_\_ great  
extent \_\_\_\_\_ extent \_\_\_\_\_ extent \_\_\_\_\_ extent

- 2) ~~To what extent is the content of the book \_\_\_\_\_  
pertinent, relevant, and well organized? \_\_\_\_\_~~

- 3) ~~Are the visuals of good quality? \_\_\_\_\_~~

- 4) ~~Is the reading level of the text appropriate for the students for whom it will be adopted? \_\_\_\_\_~~

~~What is the reading level of the proposed book? \_\_\_\_\_~~

- 5) ~~How many other textbooks were seriously considered? \_\_\_\_\_~~

- 6) ~~If the copyright date of the proposed text is more than three years old, give a brief statement as to why you selected this book:~~

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- 7) ~~Please list any controversial passages (chapters and pages):~~

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~~8) Is the text unbiased to ethnic group and gender in its presentation?~~

~~Yes \_\_\_\_ No \_\_\_\_~~

~~If no, explain your response: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_~~

~~9) Please indicate why you wish to change texts in this course at this time (check as many as you wish):~~

- ~~9 Present text is out of date — course needs updating.~~
- ~~9 Proposed text will better help students reach course objectives.~~
- ~~9 There is no text used at present; this is a new listing.~~
- ~~9 Proposed text is more accessible to students in terms of readability.~~
- ~~9 Present text is too expensive.~~
- ~~9 Present text is unavailable.~~
- ~~9 Proposed text is better written or better organized.~~
- ~~9 Proposed text contains more appropriate content.~~
- ~~9 Proposed text is more appropriate to students in course.~~
- ~~9 Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_~~

### **SECTION III**

~~1) The book is being dropped because:~~

~~The book is not needed; we have sufficient materials elsewhere. \_\_\_\_\_  
The course content has been changed and the book is inappropriate. \_\_\_\_\_~~

~~2) Has the current text been used at least three years? \_\_\_\_\_~~

~~If not, provide a rationale: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_~~

## Library Materials Selection and Collection Management

### Section A - Introduction

The Board of Education supports the principles of intellectual freedom inherent in the First Amendment of the Constitution of the United States. ~~and in stated principles endorsed by the American Library Association.~~

### Section B - Selection and Management of Library Materials

The following guidelines will be used in the selection and management of the district's **library materials**. ~~media collection.~~

1. Books and other library materials are selected on the basis of literary, educational, cultural, informational, and recreational value within the framework of policies determined by the Board of Education.
2. No title is excluded ~~solely~~ on the basis of **actual or perceived** moral, racial, religious, or political prejudice. Titles are selected, within the limitations of the budget, on the basis of **curricular needs and other student interests**. ~~critical consensus among recognized subject authorities.~~ Suggestions from students, faculty, and staff are encouraged and will be given due consideration.
3. Selection is a continuous process that involves 1) the acquisition of materials through ~~identification, the selection,~~ preview, and evaluation of materials; 2) the removal of materials ~~deemed~~ no longer **necessary or appropriate**; and 3) the replacement of lost or worn materials still of educational value. ~~The actual~~ **Actual** selection is ~~conducted~~ **done** by professional librarians, subject to review by the **Head Librarian** ~~head of the library program at each school~~. These **librarians, subject to review by the same Head Librarian** ~~head experts~~ are also responsible for weeding the collection, considering gift items, and evaluating student, faculty, and staff suggestions for purchase.
4. The collection will be weeded systematically in order to withdraw materials that are out of date, no longer circulating, unnecessarily ~~duplicate~~, worn, or mutilated. The library will not automatically replace all items that are withdrawn due to loss, damage, or heavy use. **Decisions to replace materials will be based on the value described in paragraph 1 above, as well as** ~~Community interest and the availability of later editions and new materials\ will be the deciding factors.~~ Since books now go out of print very rapidly, many specific titles, although heavily used, cannot be replaced, even with paperback copies. Books that cannot be replaced may be rebound.
5. **Within the framework of policies determined by the Board of Education,** ~~the~~ **The** libraries generally ~~follow~~ **endorse** the "**Freedom to Read**" statement, the "**Freedom to View**" statement, the "**Labeling Library Materials**" statement, "**The Library Bill of Rights**," and the "**Access to Resources and Services in the School Library-Media Program**" of the American Library Association.
6. **Any member of the public may inspect library materials.** Any resident of the school district may ~~formally~~ challenge library ~~materials~~ **resources** used in the **district's educational program** on the basis of appropriateness, pursuant to 7200 Procedures - Library Materials Selection and Collection Management.

7. The Head Librarianhead of the library program will accept review atthe completed “Request for Reconsideration of Library Materials” form<sup>2</sup> concerning specific materials, and retention of any such materials will be determined in accordance with the procedures of this policy. Materials that meet the criteria for selection in paragraph 1 above should not be removed under pressure, (e.g. due to the threat or initiation of litigation, protest of any kind, or community or social action). ¶
8. —

Approved: May 29, 2001  
Revised: February 26, 2007  
Revised: TBD

## Library Materials Selection and Collection Management

### Section A

Occasionally objections are voiced to the selection of some library materials for inclusion in the District's libraries, despite the quality of the selection process. The entire selection procedure is based on the premise that the Board of Education supports the principles of intellectual freedom inherent in the First Amendment of the Constitution of the United States. ~~and as expressed in the "Library Bill of Rights" of the American Library Association. Therefore, should any material be questioned, the principles of intellectual freedom, the right to access to materials, and the integrity of the library/media personnel must be defended rather than the materials.~~

If a complaint is made, the following procedure will be followed:

1. ~~The Head Librarian will inform the complainant will be informed~~ of the selection procedure and provided with a ~~printed~~ copy of Board Policy 7200: Library Materials Selection and Collection Management and Procedures for Implementing Board Policy 7200: Library Materials Selection and Collection Management. The complainant will also be ~~provided~~ supplied with a "Request for Reconsideration of Library Materials" form.
2. The complainant will be required to submit a "Request for the Reconsideration of Library Materials" ~~(See Form 1)~~ to the ~~Head Librarian head of the library~~, who will forward a copy to the principal or ~~his~~ designee.
3. Challenged material will be kept in circulation during the reconsideration process; however, access to ~~challenged~~ questioned materials shall be denied to the student(s) of the ~~complainant parent making the complaint~~, upon the complainant's written request.
4. Upon receipt of the written complaint, the principal will meet with the complainant and review the matter with the appropriate staff. The principal also will convene the standing committee to review the complaint. If the complaint is registered because the complainant has a student(s) enrolled in an elective course, the principal may recommend that the student(s) be given an alternate choice to fulfill the curricular requirement. This standing committee selected by the principal by September 1 of each school year will consist of the principal or designee, an instructional supervisor, a librarian, a teacher, a parent, and a student. Additional members may be added to the committee at the discretion of the principal or ~~designee~~.

~~Upon receipt of a completed "Request for the Reconsideration of Library Materials" objection form, the principal or his designee will convene the standing committee to consider the complaint. This standing committee selected by the principal by September 1 of each school year will consist of the principal or his designee, a librarian, a teacher, a parent committee representative, and a student, as selected by the principal or his designee. Additional members may be added to the committee at the discretion of the principal or designee.~~

5. The ~~standing review~~ committee shall review and evaluate the complaint by: ~~should meet its obligations by:~~

- a. reading, viewing, or listening to the challenged material in its entirety and in context while bearing in mind the ~~broad~~ principles ~~previously enumerated in this policy.~~  
~~espoused in the American Library Association statements.~~
  - b. checking established and ~~common~~accepted selection tools ~~with a view to gauging the general acceptance of the challenged material.~~
  - c. ~~considering~~establishing the relevance of the challenged material to the curriculum and other student ~~interests~~needs.
  - d. completing and submitting to the principal and to ~~Head Librarian~~ the head of the library, a written report presenting ~~findings both majority and minority opinions~~ and a recommendation to retain or exclude the challenged material ~~within 20 working days of receipt of the complaint.. This report will be submitted within a month of the receipt of the complaint.~~
6. Within 30 working days from receipt of the complaint, the principal will make a determination. Copies of the principal's determination will be sent to the complainant and the superintendent.
  7. The complainant may appeal the principal's decision in writing to the superintendent within 10 working days.
  8. Upon receipt of the appeal, the superintendent will arrange for a conference with the complainant and others the superintendent may wish to involve to discuss the concern.
  9. The superintendent will make a determination within 10 working days from receipt of the appeal. Copies of the determination will be sent to the complainant and the building principal.
  10. The complainant may appeal the superintendent's decision to the Board of Education within 10 working days.
  11. The Board of Education will hold a hearing to review the matter within 20 working days of the superintendent's determination. The final decision regarding the complaint will rest with the Board of Education. A decision by the Board to sustain a challenge will not be interpreted as a determination of irresponsibility by the employee involved in the original selection or use of the material.

The timeline set forth herein shall be adhered to when possible, but may be extended at each level upon reasonable cause.

- ~~12. The decision to retain or exclude the challenged material will be made by the principal or his designee, who will communicate the decision in writing to the complainant.~~
- ~~13. If the complainant still is not satisfied, he or she may submit an appeal to the Board of Education within ten (10) days of the receipt of the principal's decision, which will make a final decision. A decision by the principal or by the Board to sustain a challenge will not be interpreted as a determination of irresponsibility by the professionals involved in the original selection and/or use of the material.~~

Adapted from Workbook for Selection Policy Writing, 1995, American Library Association.  
<http://www.ala.org/ala/oif/challengesupport/dealing/workbook.pdf>

### Request for Reconsideration of Library Materials

The Board of Education of District 225 has delegated the responsibility for selection and evaluation of library materials to the school librarians, and has established reconsideration procedures to address concerns about those materials. Completing this form initiates those procedures.

If you wish to request reconsideration of library resources, please return the form to:  
 Head Librarian, Glenbrook North High School, 2300 Shermer Road, Northbrook, IL 60062, or  
 Head Librarian, Glenbrook South High School, 4000 West Lake Avenue, Glenview, IL 60026.

Name
Date
Address
City, State, Zip Code
Phone
Who are you representing? (mark with an X) Yourself__ Organization__ (Name)
Material: (mark with an X) Book__ Electronic__ Magazine__ Newspaper__ Video__ Other__
Title:
Author:
Publisher / Producer:
Have you examined/read the entire resource? Yes__ No __
What brought this material to your attention? (use other side or additional pages if necessary)
What concerns you about the material? (use other side or additional pages if necessary)
Are there other materials you would suggest to provide additional information and/or viewpoints on this topic? (use other side or additional pages if necessary)
Signature of Complainant
Date

\*Adapted from the American Library Association Intellectual Freedom Committee June 27, 1995  
 Adopted: May 29, 2001  
 Revised: February 26, 2007  
 Reviewed: TBD



## Controversial Issues

### Section A

The Board of Education believes that ~~its educational programming should~~ assist students in the critical examination of ~~the various controversial issues and points of view that could create controversy, facing society today.~~ Such ~~investigation and evaluation is of controversial issues are deemed essential to~~ achieving the district's ~~if the school is to achieve its~~ objective of educating students as thinking, ~~discerning~~ discriminating individuals and participants in a democratic society. The Board also believes it is imperative that our schools provide an environment where open discussion, free discourse, spirited debate, and individual decisions are encouraged. Free inquiry, free expression, and free association are ~~an~~ essential parts of this environment and must be protected as a matter of individual rights. The Board reserves its statutory right to withhold its consent for any school activity which, in its judgment, is not beneficial to the district ~~or~~ and in the best interest of ~~its~~ the students.

### Section B

1. The following guidelines should be observed by the staff and students when involved with controversial ~~or sensitive~~ issues:
  - a. ~~Classroom experiences should align with the approved department curricula within a classroom environment of respect and rapport.~~ ~~Presentations~~ Classroom experiences should always be informative, balanced, and objective, reviewing, ~~without bias~~, not only extreme but also moderate positions. ~~Staff~~ Teachers should be cognizant of the maturity of their students, and this should be reflected in their instruction and presentations.
  - b. ~~Staff and student~~ Discussions and presentations should be conducted within the bounds of good judgment and proper decorum and ~~with~~ will full consideration of the rights and sensibilities of others. Profanity, ~~vulgarity~~, obscenity, ~~threats of harm~~, libel, slander, ~~statements that promote illegal activity~~, or ~~substantial~~ disruption are not considered ~~appropriate~~ legitimate means of complying with this policy.
  - c. The ~~personal~~ emotional criticism of individuals ~~or, their ideas, or movements is antithetical to decision-making and should be discouraged as inappropriate to classroom procedures.~~
  - d. This policy applies to the regular curriculum programs of the school, to school-related extra-~~curricular~~ class activities, and to ~~those~~ guest speakers invited by staff or students to address school groups. All invitations to outside speakers and ~~related~~ contractual issues shall be ~~cleared through and~~ approved or disapproved, ~~in advance~~, by the principal or designee.

### Section C

In an effort to resolve a concern regarding a controversial issue, the individual expressing concern will:

1. First, discuss the concern with the appropriate teacher.
2. If not resolved, discuss the concern with the appropriate instructional supervisor.
3. If still not resolved, discuss the concern with the principal and/or designee.

Any formal complaint regarding controversial issues may be brought pursuant to Policy 2070 - Uniform Grievance.





Approved:	April 24, 1973
Revised:	May 29, 2001
Revised:	TBD

## Religion and Education

### Section A

It is the policy of the Board of Education of District 225 to prohibit religious instruction in the schools while school is in session and when such instruction promotes or impedes a particular religion or religious group~~sect~~ or constitutes a religious service. This prohibition is distinguished from in-class instruction by staff or resource persons whose sole purpose is to inform students, without bias, of the beliefs, history, or other facts regarding a particular religion or religious group or to point out historical or sociological effects of a particular religion or religious sect.

### Section B

~~Temporary rentals of district facilities may be made to religious organizations or sectarian groups for religious services or education when such the facilities are not being used for regular school programs. (See Board Policy: Community Use of School Facilities – 5030.)~~

Approved: August 20, 1973  
Revised: October 27, 1986  
Revised: May 29, 2001  
Revised: TBD

## Concerns Regarding Curriculum or Related Instructional Materials

### Section A

The Board of Education recognizes its complex and difficult task ~~of educating to educate~~ all of its students ~~in the community~~. To this end, the Board of Education shall provide educational experiences through a ~~variety~~ ~~systemic series~~ of required and elective curricular offerings. The Board of Education realizes the value and necessity ~~of considering to consider~~ concerns regarding curriculum from a variety of sources before making judgments regarding curricularum matters. ~~All instructional materials are to comply with the standards set forth in 7180 Policy - Instructional Materials, and other applicable policies.~~

### Section B

The final decision for all ~~discretionary~~ curricular matters shall rest with the Board of Education. ~~Some matters of curriculum are mandated by Illinois law.~~ The Board of Education recognizes its responsibility to determine the nature or variety of curricular offerings. The Board will not relinquish that responsibility, nor will it allow a citizen, parent/guardian, or a group of citizens ~~or parents~~ to determine the nature or content of a ~~curricular offering~~ ~~course~~ or to restrict students other than their own children from enrolling in an elective course.

### Section C

All course deletions, additions, or revisions that change the nature of a course shall be approved by the Board of Education upon the recommendation of the superintendent in accordance with Board Policy: Curriculum Planning Strategy 7010. The final decision for the ~~deletion~~ ~~removal~~ or ~~the~~ revision of a course shall rest with the Board of Education, upon the recommendation of the superintendent, ~~and~~ after careful examination and discussion of the course content with school officials or anyone else ~~whom the~~ Board of Education may wish to involve.

### Section D

Concerns regarding curricularum offerings or related instructional materials shall be made in writing to the appropriate building principal in accordance with the procedures of this policy.

Approved: April 7, 1975

Revised: April 8, 2002

Revised: TBD

## Concerns Regarding Curriculum or Related Instructional Materials

### Section A

The Board of Education recognizes the right of any resident of the school district to register legitimate concerns regarding curriculum or related Instructional Materials. To facilitate an orderly management of these concerns, a person who wishes to express a concern regarding curriculum or related instructional materials should follow the procedures below.

If a complaint is made, the following procedure will be followed:

1. In an effort to resolve a concern, the individual expressing concern will first discuss the concern with the appropriate teacher.
2. If the concern still exists, the individual expressing concern will discuss the concern with the appropriate instructional supervisor.
3. If the concern still exists, the individual expressing concern will discuss the concern with the principal and/or designee.
4. An individual who wishes to register a formal complaint should submit the "Request for Reconsideration of Curriculum or Instructional Materials" form in writing to the building principal.
5. Challenged material will be kept in circulation during the reconsideration process; however, access to challenged materials shall be denied to the student(s) of the complainant upon the complainant's written request.
6. Upon receipt of the written complaint, the principal will meet with the complainant and review the matter with the appropriate staff. The principal also will convene the standing committee to review the complaint. If the complaint is registered because the complainant has a student(s) enrolled in an elective course, the principal may recommend that the student(s) be given an alternate choice to fulfill the curricular requirement. This standing committee selected by the principal by September 1 of each school year will consist of the principal or designee, an instructional supervisor, a teacher, a parent, and a student. Additional members may be added to the committee at the discretion of the principal or designee. The committee will offer a written report presenting findings and a recommendation to retain or exclude the challenged material within 20 working days of receipt of the complaint.
7. Within 30 working days from receipt of the complaint, the principal will make a determination. Copies of the principal's determination will be sent to the complainant and the superintendent.
8. The complainant may appeal the principal's decision in writing to the superintendent within 10 working days.
9. Upon receipt of the appeal, the superintendent will arrange for a conference with the complainant and others the superintendent may wish to involve to discuss the complaint.
10. The superintendent will make a determination within 10 working days from receipt of the appeal. Copies of the determination will be sent to the complainant and the building principal.

11. The complainant may appeal the superintendent's decision to the Board of Education within 10 working days.
12. The Board of Education will hold a hearing to review the matter within 20 working days of the superintendent's determination. The final decision regarding the complaint will rest with the Board of Education. A decision by the Board to sustain a challenge will not be interpreted as a determination of irresponsibility by the employee involved in the instruction, curriculum, or use of the material.

The timeline set forth herein shall be adhered to when possible, but may be extended at each level upon reasonable cause.

¶¶

1. ~~The individual is encouraged first to discuss the concern with the appropriate Instructional Supervisor.~~
2. ~~An individual who wishes to register a formal concern should submit the "Request for Reconsideration of Curriculum or Instructional Materials" form complaint on concern in writing to the building principal. The statement should cite evidence to support the concern, and should identify and be signed by the individual raising the concern and identified so that a response may be provided.~~
3. ~~Upon receipt of the written concern, the principal will meet with the individual raising the concern complainant and review the matter with the appropriate instructional supervisor and staff faculty. The principal also may convene appoint the an standing ad hoc committee to review the concern. If the concern is registered because the individual raising the concern has a complainant's child is enrolled in an elective course, the principal may recommend that the student be given an alternate choice to fulfill the curricular requirement. This standing committee selected by the principal by September 1 of each school year will consist of the principal or designee, an instructional supervisor, a teacher, a parent, and a student.¶¶~~
4. ~~Within 20 working days from receipt of the concern, the principal will make a determination. Copies of the principal's determination will be sent to the individual raising the concern complainant and the superintendent.¶¶~~
5. ~~The individual raising the concern complainant may appeal the principal's decision in writing to the superintendent.¶¶~~
6. ~~Upon receipt of the appeal, the superintendent will arrange for a conference with the individual raising the concern complainant and others the superintendent may wish to involve to discuss the concern.¶¶~~
7. ~~The superintendent will make a determination within 10 working days from receipt of the appeal. Copies of the determination will be sent to the individual raising the concern complainant and the building principal.¶¶~~
8. ~~The complainant may appeal the superintendent's decision to the Board of Education.¶¶~~
9. ~~The Board of Education will hold a hearing to review the matter within 20 working days of the superintendent's determination. The final decision regarding the concern will rest with the Board of Education.¶¶~~

### **Request for Reconsideration of Curriculum or Instructional Materials**

The Board of Education of District 225 has established reconsideration procedures to address possible concerns about Curriculum or Instructional Materials. Completing this form initiates those procedures.

If you wish to request reconsideration these resources, please return the form to:

Principal, Glenbrook North High School or

Principal, Glenbrook South High School

Name
Date
Address
City, State, Zip Code
Phone
Who are you representing? (mark with an X) Yourself__ Organization__ (Name)
Material: (mark with an X) Book__ Electronic__ Magazine__ Newspaper__ Video__ Other__
Title:
Author:
Publisher / Producer:
Have you examined/read the entire resource? Yes__ No __
What brought this material to your attention? (use other side or additional pages if necessary)
What concerns you about the material? (use other side or additional pages if necessary)
Are there other materials you would suggest to provide additional information and/or viewpoints on this topic? (use other side or additional pages if necessary)
Signature of Complainant
Date

Adopted: ~~April 7, 1975~~

Revised: ~~April 8, 2002~~

Revised: TBD

## **Advertising and Distribution of Advertising, Communications, Materials, or Literature in Schools/on School Grounds Provided by Non-School Related Individuals or Entities**

### Section A - Introduction

~~Advertising and Distributing Materials or Literature in Schools or on School Grounds Provided by Non-School Related Individuals or Entities~~ The District 225 The District has not established an open forum for the distribution (which includes posting) of advertising, communications, materials, or literature by non-school related individuals or entities. No advertising, communication, material, or literature shall be posted or distributed by, or on behalf of, a non-school related individual or entity, group, company, or community-based organization that would:

1. disrupt the educational process;;
2. violate the rights or invade the privacy of others;;
3. infringe on a trademark, patent, or copyright;;
4. be defamatory, obscene, vulgar, discriminatory, or indecent;;
5. advance or oppose religion or related interests, except as set forth in Section D below;;
6. advance or oppose a political agenda, issue, interest or candidate, except as set forth in Section D below;; or
7. ~~would~~ be inappropriate in the school environment.

In all respects, it is the intent of the Board of Education that the content of any advertising, communication, material or literature distributed by non-school related individuals or entities be limited to and in accordance with this policy and its implementing procedures, be neither controversial nor disruptive, and be appropriate to the mission of the district and the district's pedagogical concerns.

### Section B - Community, Educational, Charitable, or Recreational, and Similar Nonprofit Organizations

Also subject to Section A, community, educational, charitable, recreational, or other similar nonprofit-for-profit entities groups may, under procedures established by the district, advertise events pertinent to students' interests or involvement. This may include displaying posters in areas reserved for community posters, having flyers distributed to students, or being included on the school's or district's website where appropriate. All advertising, materials, communications, and literature must be student-oriented, and must be sponsored by a school-affiliated club or organization, or by a school department.

Advertising, materials, communications, or literature from school-sponsored sources such as clubs, organizations, or departments utilizes the procedures in the Student/Parent Handbook, Section 1, Paragraph D, Freedom of Expression, Petition, and Dissemination of Information, as amended from time to time.

### Section C - Commercial Companies

Also subject to Section A, commercial companies may purchase space for their advertisements in or on:

1. athletic field fences;
2. scoreboards;
3. school or district websites; or
4. other appropriate locations.



The advertisements must be consistent with this policy and its implementing procedures and must be approved, ~~in advance~~, by the ~~school Board~~ ~~board~~ Board of Education, in its sole discretion. No ~~B~~board approval is required for commercial material related to graduation, class pictures, class rings, ~~school~~ athletics, ~~school~~ theater ~~or~~, music programs, or student publications.

No individual or entity may advertise or promote its interests by using the names or pictures of the school district, any district school or facility, staff members, or students except as authorized by and consistent with administrative procedures and approved by the ~~B~~board.

## Section D - Religious and Political Interests ~~Political Candidates/Parties or Religious Groups~~

~~Advertising, communications, materials, or literature or communication~~ that advances or opposes a religion, a religious group, or other religious interest, ~~related interests~~, or advances or opposes a political agenda, ~~interest, or candidate, or party, or other political interest~~, will not be accepted for ~~posting or~~ distribution, except when used as part of the curriculum, ~~as subject to the Board's policies and procedures, including~~, but not limited to, 7180 Policy - Instructional Materials, 7200 Policy - Library Materials Selection and Collection Management, 7330 Policy - Controversial Issues, 7360 Policy - Religion and Education, 9050 Policy - Concerns Regarding Curriculum or Related Instructional Materials, and 9250 Policy - Corporate Sponsorship .

## Section E - Content Approval

The building principal or ~~principal's designee, in his or her sole discretion,~~ shall have the right to reject any advertising, communication, ~~or~~ material, or literature based upon the content that is inconsistent with this policy, ~~or is inappropriate for the school environment~~, provided that no such rejection shall be made ~~that which~~ is discriminatory as against any legally-protected class or individual ~~or against any particular political or social viewpoint~~.

Appeals may be conducted through 2070 Policy - Uniform Grievance.

## Section F

Procedures for Requests from Community, Educational, Charitable, Recreational, or Other Organizations

Actor	Action
Community, Educational, Charitable, Recreational, or Other Organizations	<p>Direct to the principal or designee all requests to advertise events pertinent to students' interests or involvement.</p> <p><del>Provide to the principal or designee must review and approve an exact copy of the material, communication, or literature proposed to be posted or distributed displayed prior to any posting or distribution display. No such material, communication, or literature may be posted or distributed without prior review and approval by the principal or designee.</del></p> <p>Request specific dates for the material, communication, or literature to be posted or distributed.</p>
Building Principal or Designee	<p><del>Reviews</del> all material, <del>communication, or literature</del> before <del>posting or distributing or posting</del> it to ensure compliance with the school district's policies, including that all material, <del>communication</del>, and literature be student-oriented <del>and</del> <del>must be</del> sponsored by a</p>

	<p>school-affiliated club, organization, or school department.</p> <p>Rejects all requests to post or distribute material, communication, or literature that would:</p> <ol style="list-style-type: none"> <li>1. disrupt the educational process;</li> <li>2. violate the rights or invade the privacy of others;</li> <li>3. infringe on a trademark, patent, or copyright;</li> <li>4. be defamatory, obscene, vulgar, discriminatory, or indecent;</li> <li>5. advance or oppose religion or related interests, except as set forth in Section D of Board Policy 9200;</li> <li>6. advance or oppose a political agenda, issue, interest, or candidate, except as set forth in Section D of Board policy 9200; or</li> <li>7. be inappropriate for the school environment.</li> </ol> <p>Determines the appropriate method and location for posting or distributing the material, communication, or literature <del>and/or distributing it.</del></p> <p>Informs the organization whether its proposed material, communication, or literature <del>request is approved</del> accepted or rejected.</p> <p>Removes all material, communication, and literature <del>s that are</del> out-of-date from the building and/or website.</p>
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**Section G**

**Procedures for Requests from Commercial Companies to Advertise and/or Distribute Material or Literature**

Actor	Action
Community, Educational, Charitable, Recreational, or Other Organizations	<p>If approved for posting or distribution, have the material or posters delivered to the school. The school will not make copies.</p> <p>If approved for posting or distribution, provide in electronic format the information to be posted on the school's website.</p>
Commercial Companies	<p>Direct to the building principal or designee all requests to advertise or distribute material, communication or literature in schools, on school grounds or in school publications. Specifically identify the requested location for advertisements, e.g.: (a) athletic field fence, (b) athletic, theater, or music programs, and/or (c) scoreboards.</p> <p>Prominently display the company's name on all advertising, materials, communication, or literature.</p> <p>Provide a copy of the proposed advertisement, materials, communication or literature to the building principal.</p>
Building Principal or Designee	<p>Screens all proposed advertising, materials, communication, or literature to ensure that they will not:</p> <ol style="list-style-type: none"> <li>1. disrupt the educational process;</li> <li>2. violate the rights or invade the privacy of others;</li> <li>3. infringe on a trademark, patent, or copyright;</li> <li>4. be defamatory, obscene, vulgar, discriminatory or indecent;</li> <li>5. advance or oppose religion except as set forth in Section D of Board Policy 9200;</li> <li>6. advance or oppose a political agenda, issue, interest or candidate except as set forth in Section D of Board Policy 9200; or</li> <li>7. be inappropriate for the school environment.</li> </ol> <p>May approve a commercial request related to graduation, class pictures, or class rings.</p> <p>For all other commercial requests, makes a recommendation to the superintendent or designee for consideration. If the superintendent or designee agrees with the principal's recommendation, the advertisement, materials, communication, or literature will be presented to the Board for action.</p> <p>After the Board's decision, takes all appropriate steps.</p>

<b>Actor</b>	<b>Action</b>
School Board	<p>From time-to-time, by Board resolution, determines minimum fees for advertising space. All fees are subject to negotiation and Board approval.</p> <p>Provides action with regard to advertisement, materials, communication, or literature presented by the superintendent.</p>

Approved: July 26, 2010  
Revised: TBD



## ~~Advertising and Distributing Materials or Literature in Schools/On School Grounds Provided by Non School Related Entities~~

~~¶~~

### ~~Section A~~

#### ~~Requests from Community, Educational, Charitable, Recreational, or Other Organizations~~

~~¶~~

<del>Actor</del>	<del>Action</del>
<del>Community, Educational, Charitable, Recreational, or Other Organizations</del>	<p><del>Direct to the building principal or designee all requests to advertise events pertinent to students' interests or involvement.</del></p> <p><del>¶</del></p> <p><del>Specifically describe the material, communication or literature proposed to be displayed, distributed, or included in the school's website. The building principal or designee, at his/her discretion, may require an exact copy of the material or literature proposed to be displayed.</del></p> <p><del>¶</del></p> <p><del>Request specific dates for the material or literature to be posted or distributed.</del></p>
<del>Building Principal or Designee</del>	<p><del>Screens all material before distributing or posting it to ensure compliance with the District's policy and procedures, including that all material and literature be student oriented, must be sponsored by a school affiliated club, organization, or school department.</del></p> <p><del>¶</del></p> <p><del>Rejects all requests to post or distribute material or literature that would: (a) disrupt the educational process, (b) violate the rights or invade the privacy of others, (c) infringe on a trademark or copyright, (d) be defamatory, obscene, vulgar, discriminatory, or indecent, (e) advance or oppose religion or related interests except as set forth in Section D of Board Policy 9200, (f) advance or oppose a political agenda, interest or candidate except as set forth in Section D of Board policy 9200, or (g) is inappropriate for the school environment.</del></p> <p><del>¶</del></p> <p><del>Determines the appropriate method and location for posting the material and/or distributing it, provided that any distribution by staff is done without discussion.</del></p> <p><del>¶</del></p> <p><del>Informs the organization whether its request is accepted or rejected.</del></p> <p><del>¶</del></p> <p><del>Removes all materials that are out of date from the building and/or website.</del></p>

~~¶~~

## Section B

### Requests from Commercial Companies to Advertise and/or Distribute Material or Literature

Actor	Action
Community, Educational, Charitable, Recreational, or Other Organizations	<p>If approved for posting or distribution, have the material or posters delivered to the school. The school will not make copies.</p> <p>If approved for posting or distribution, provide in electronic format the information to be posted on the school's website.</p>
Commercial Companies	<p>Direct to the building principal or designee all requests to advertise or distribute material, communication or literature in schools, on school grounds or in school publications. Specifically identify the requested location for advertisements, e.g.: (a) athletic field fence, (b) athletic, theater, or music programs, and/or (c) scoreboards.</p> <p>Prominently display the company's name on all advertising materials, communication or literature.</p> <p>Provide a copy of the proposed advertisement, materials, communication or literature to the building principal.</p>
Building Principal or Designee	<p>Screens all proposed advertising, communication or literature to ensure that they will not: (a) disrupt the educational process, (b) violate the rights or invade the privacy of others, (c) infringe on a trademark or copyright, (d) be defamatory, obscene, vulgar, discriminatory or indecent, (e) advance or oppose religion except as set forth in Section D of Board Policy 9200, (f) advance or oppose a political agenda, interest or candidate except as set forth in Section D of Board Policy 9200, or (g) is inappropriate for the school environment.</p> <p>May approve a commercial request related to graduation, class pictures, or class rings.</p> <p>For all other commercial requests, makes a dispositional recommendation to the superintendent for consideration during an open School Board meeting. If the superintendent agrees with the principal's recommendation, the advertisement, materials, communication or literature will be presented to the Board for action.</p> <p>After the Board's decision, takes all appropriate steps.</p>

Actor	Action
School Board	<p>From time to time, by Board resolution, determines minimum fees for advertising space. All fees are subject to negotiation and Board approval.</p> <p>Provides action with regard to advertisement, materials, communication or literature presented by the superintendent.</p>

Adopted: August 26, 2010