

IROQUOIS SCHOOL DISTRICT

Requests for Production of Graphic Arts Materials Policy

(Adopted: 05/11/1971)

PURPOSE:

The purpose of the Graphic Arts Department is

1. to increase the students' knowledge as part of general education
2. to teach students the principles of graphic communication including
 - a. artwork
 - b. composing
 - c. layout
 - d. paste-up
 - e. photo conversion
 - f. printing
 - g. folding
 - h. collating
 - i. bindery
3. to provide simulated work experiences in order to develop job entry skills needed for careers in the printing industry.

DEFINITION:

Part of the training program shall consist of producing school-related items as approved by the Administration.

All requests for producing graphic arts materials must be cleared through the offices of the High School Principal and the Superintendent of Schools. Requests by outside groups or agencies will be subject to the following provisions:

1. Person, group or agency is engaged in a non-profit venture, or engaged in community betterment activities which are non-commercial in nature.
2. Person, group or agency which resides in, or is located in the Iroquois School District.
3. Person, group or agency has limited funds which would preclude use of commercial printing.

Any group or individual under the jurisdiction of the Iroquois School District may have materials printed, provided that there is no advertising or personal gain involved. All requests are subject to approval and should be scheduled well in advance.