

REGULATIONS FOR DISTRIBUTION OF INFORMATION/MATERIALS IN SCHOOLS

This regulation establishes the time, place and manner for distribution of permitted materials in accordance with Policy KF.

I. Purpose

To establish guidelines for distributing or making available fliers or other informational materials from nonschool organizations to students and/or staff members in schools, so as to establish consistency in the distribution of materials and to minimize interference with school time.

II. Guidelines Applicable To Nonschool Distributions

Alexandria City Public Schools has established limited distribution of materials or information for organizations other than schools, parent-teacher organizations and booster clubs. ACPS permits distribution of materials or information by such nonschool organizations only as described in policies KF, KM and this regulation. ACPS allows distribution of materials or information that promote the general public interest and the educational welfare of the students. All material must be approved through the Office of Communications prior to distribution.

This regulation applies only to distribution of materials and information by nonschool organizations, utilizing all distribution channels developed by the Superintendent. It does not apply to students, recognized student clubs, class materials, and official ACPS information or materials.

III. Procedure for Seeking Approval of Materials

Any request to distribute materials from organizations other than schools, parent-teacher organizations and booster clubs must be submitted to the Office of Communications for approval prior to distribution or making the information available in schools. Materials should be submitted at least seven days in advance of the desired date of distribution and should clearly identify the submitting organization, the contact information for at least one individual who is responsible for responding to questions regarding the information contained in the materials, and any disclosure required by ACPS. Distribution or posting is not permitted prior to approval of the Office of Communications.

IV. Non-School Organizations

Pursuant to policies KF and KM, materials are “from” a governmental organization or a parent-teacher organization only when submitted by one of those organizations, display the official seal of the organization, and contain information about official organization business and events. Material is not considered “from” an approved organization solely by being sponsored by that organization.

V. Time, Place, Manner of Distribution

In accordance with Policy KM and distribution channels developed by the Superintendent, ACPS will distribute fliers and material endorsed by the Office of Communications that come from the City of Alexandria, the school division, and official ACPS partners. Protocols for flier distribution will be posted on the ACPS website.

ACPS will provide access to school property for distribution of materials by patriotic organizations as defined under federal law and as listed in Regulation KG-R; and youth groups as designated by the Code of Virginia. Any such access provided during the school day shall not conflict with instructional time. Such access may also include after-school sponsored activities such as “Back to School” events, where it can be reasonably accommodated.

ACPS will also allow distribution of materials from official City partners and nonprofit organizations who promote the general public interest and the educational welfare of the students. All material must be approved through the Office of Communications prior to distribution.

VI. Newsletters

School newsletters may announce events or activities sponsored by the school, school organizations, school clubs, parent-teacher organizations, booster clubs, or governmental agencies. School newsletters will not include announcements of events or activities sponsored by nonschool organizations or individuals, unless the materials are permitted under a signed Memorandum of Understanding or Agreement and are approved by the Office of Communications. Schools are not to distribute communications submitted by organizations that contain advertisements and/or marketing material that the schools would otherwise be prohibited from distributing as described in Policy KJ.

PTA newsletters are the responsibility of the PTA, and their content is not controlled by the school. PTA newsletters may be distributed in the schools only if consistent with policies KF, KM and this regulation. All parent-teacher organization electronic media accounts, newsletters, websites and distributed material should be clearly marked as PTA and should be clearly distinguishable as separate from electronic media accounts, newsletters, websites and distributed material associated with the school itself.

Established: May 23, 2007
Revised: November 16, 2015
Revised: June 23, 2016

Legal Refs.: U.S. Constitution, amend. I.
36 U.S.C. Subtitle II, Part B

Code of Virginia, 1950, as amended, sections 22.1-70, 22.1-78,
22.1-79.3, 22.1-131, 22.1-293(B-D)

Virginia Acts of Assembly, Chapter 647 (effective 7/1/16)

Cross Refs.:	GBG/KE	Staff Participation in Political Activities and School Board Election Campaigns
	JFC-R	Standards of Student Conduct
	KBE	Internet Privacy
	KF	Distribution of Information/Materials
	KFB	Administration of Surveys and Questionnaires
	KG	Community Use of School Facilities
	KG-R	Community Use of School Facilities Regulations and Application
	KJ	Advertising in the Schools
	KM	Relations with Community Organizations
	KMA	Relations with Parent Organizations
	KQ	Commercial, Promotional, and Corporate Sponsorships and Partnerships