

1                                   **REGULATIONS FOR DISTRIBUTION OF**  
2                                   **INFORMATION/MATERIALS IN SCHOOLS**

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

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7       **I.     Purpose**

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

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13      **II.    Guidelines Applicable To Nonschool Distributions**

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

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

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27      **III.   Procedure for Seeking Approval of Materials**

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

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38      **IV.    Non-School Organizations**

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

47 **V. Time, Place, Manner of Distribution**

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

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

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

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65 **VI. Newsletters**

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

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

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

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87 Legal Refs.: U.S. Constitution, amend. I.  
88 36 U.S.C. Subtitle II, Part B  
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90 Code of Virginia, 1950, as amended, sections 22.1-70, 22.1-78,  
91 22.1-79.3, 22.1-131, 22.1-293(B-D)

92		Virginia Acts of Assembly, Chapter 647 (effective 7/1/16)
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95	Cross Refs.:	GBG/KE Staff Participation in Political Activities and School Board
96		Election Campaigns
97		JFC-R Standards of Student Conduct
98		KBE Internet Privacy
99		KF Distribution of Information/Materials
100		KFB Administration of Surveys and Questionnaires
101		KG Community Use of School Facilities
102		KG-R Community Use of School Facilities Regulations and
103		Application
104		KJ Advertising in the Schools
105		KM Relations with Community Organizations
106		KMA Relations with Parent Organizations
107		KQ Commercial, Promotional, and Corporate Sponsorships and
108		Partnerships