Image: 1 REGULATIONS FOR DISTRIBUTION OF 2 INFORMATION/MATERIALS IN SCHOOLS BY NON-SCHOOL ORGANIZATIONS

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Alexandria City Public Schools (ACPS) 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 non-school 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 Department of School and Community Relations prior
to distribution.

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This regulation applies only to distribution of materials and information by non-school 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.

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17 Procedure for Seeking Approval of Materials

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Any request to distribute print or electronic materials from organizations other than schools, 19 parent-teacher organizations and booster clubs must be submitted to the Department of School and 20 Community Relations for approval prior to distribution or making the information available in 21 schools. Materials should be submitted at least seven days in advance of the desired date of 22 distribution and should clearly identify the submitting organization, the contact information for at 23 least one individual who is responsible for responding to questions regarding the information 24 contained in the materials, and any disclosure required by ACPS. Information on the process for 25 submitting materials is available on the ACPS website. Distribution or posting is not permitted 26 prior to approval of the Department of School and Community Relations. 27

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29 Non-School Organizations

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In accordance with Policies KF and KM, materials submitted by a parent-teacher, governmental or other approved organization must:

- bear the official seal of the organization and
 - provide information about the official business and events of the organization.
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Approved organizations may not sponsor or act as a conduit for material or content for other entities.

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39 Time, Place, Manner of Distribution

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In accordance with Policy KM and distribution channels developed by the Superintendent, ACPS will distribute fliers and material approved by the Department of School and Community Relations that come from the City of Alexandria, the school division, and official ACPS partners. Protocols for flier distribution e is posted on the ACPS website.

46 ACPS will provide access to school property for distribution of materials by patriotic

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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 may 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.

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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 Department of School and Community Relations prior to distribution.

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57 Newsletters

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School newsletters may announce events or activities sponsored by the school, school 59 organizations, school clubs, parent-teacher organizations, booster clubs, or governmental 60 agencies. School newsletters may not include announcements of events or activities sponsored by 61 non-school organizations or individuals unless the materials are permitted under a signed 62 Memorandum of Understanding or Agreement and are approved by the Department of School and 63 Community Relations. Schools may not distribute communications submitted by organizations 64 that contain advertisements and/or marketing material that the schools would otherwise be 65 prohibited from distributing as described in Policy KJ. 66

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68 **PTA Materials**

PTA newsletters and other materials may be distributed 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.

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76	Established:	May 23, 2007	
77	Revised:	November 16, 2015	
78	Revised:	June 23, 2016	
79	Amended:	March 7, 2024	
80			
81			
82	Legal Refs.:	U.S. Constitution, amend. I.	
83		36 U.S.C. Subtitle II, Part B	
84			
85		Code of Vir	ginia, 1950, as amended, sections 22.1-70, 22.1-78, 22.1-
86		79.3, 22.1-131, 22.1-293(B-D)	
87		Virginia Acts of Assembly, Chapter 647 (effective 7/1/16)	
88			
89	Cross Refs.:	GBG/KE	Staff Participation in Political Activities and School Board
90			Election Campaigns
91		JFC-R	Standards of Student Conduct
92		KBE	Internet Privacy

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93	KF	Distribution of Information/Materials
94	KFB	Administration of Surveys and Questionnaires
95	KG	Community Use of School Facilities
96	KG-R	Community Use of School Facilities Regulations and
97		Application
98	KJ	Advertising in the Schools
99	KM	Relations with Community Organizations
100	KMA	Relations with Parent Organizations
101	KQ	Commercial, Promotional, and Corporate Sponsorships and
102		Partnerships