

**REGULATIONS FOR DISTRIBUTION OF
INFORMATION/MATERIALS IN SCHOOLS BY NON-SCHOOL ORGANIZATIONS**

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.

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.

Procedure for Seeking Approval of Materials

Any request to distribute print or electronic materials from organizations other than schools, parent-teacher organizations and booster clubs must be submitted to the Department of School and Community Relations 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. Information on the process for submitting materials is available on the ACPS website. Distribution or posting is not permitted prior to approval of the Department of School and Community Relations.

Non-School Organizations

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.

Approved organizations may not sponsor or act as a conduit for material or content for other entities.

Time, Place, Manner of Distribution

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.

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

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

51
52 ACPS will also allow distribution of materials from official City partners and nonprofit
53 organizations who promote the general public interest and the educational welfare of the
54 students. All material must be approved through the Department of School and Community
55 Relations prior to distribution.

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57 **Newsletters**

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

67
68 **PTA Materials**

69 PTA newsletters and other materials may be distributed only if consistent with Policies KF, KM
70 and this regulation. All parent-teacher organization electronic media accounts, newsletters,
71 websites and distributed material should be clearly marked as PTA and should be clearly
72 distinguishable as separate from electronic media accounts, newsletters, websites and distributed
73 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

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81 Legal Refs.: U.S. Constitution, amend. I.
82 36 U.S.C. Subtitle II, Part B

83
84 Code of Virginia, 1950, as amended, sections 22.1-70, 22.1-78, 22.1-
85 79.3, 22.1-131, 22.1-293(B-D)
86 Virginia Acts of Assembly, Chapter 647 (effective 7/1/16)

87
88 Cross Refs.: GBG/KE Staff Participation in Political Activities and School Board
89 Election Campaigns
90 JFC-R Standards of Student Conduct
91 KBE Internet Privacy
92 KF Distribution of Information/Materials

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

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

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

6
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.~~

12
13 **H. Guidelines Applicable To Nonschool Distributions**

Commented [2]: We are not currently using this format for our policies and regulations.

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16 information for organizations other than schools, parent-teacher organizations and booster clubs.
17 ACPS permits distribution of materials or information by such non-school 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 Department of School and Community Relations
21 Office of Communications prior to distribution.

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

Commented [3]: Title updated to reflect the scope of the document

27
28 **Procedure for Seeking Approval of Materials**

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

40
41 **Non-School Organizations**

42
43 In accordance with Policies KF and KM, materials submitted by a parent-teacher, governmental
44 or other approved organization must:

- 45 • bear the official seal of the organization and
- 46 • provide information about the official business and events of the organization.

47 Approved organizations may not sponsor or act as a conduit for material or content for other
48 entities.

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

54 **Time, Place, Manner of Distribution**

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57
58 In accordance with Policy KM and distribution channels developed by the Superintendent, ACPS
59 will distribute fliers and material ~~approved endorsed~~ by the Department of School and Community
60 RelationsOffice of Communications that come from the City of Alexandria, the school division,
61 and official ACPS partners. -Protocols for flier ~~—~~ distribution ~~will be~~ is posted on the ACPS
62 website.

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

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70 ACPS will also allow distribution of materials from official City partners and nonprofit
71 organizations who promote the general public interest and the educational welfare of the
72 students. All material must be approved through the Department of School and Community
73 RelationsOffice of Communications prior to ~~—~~ distribution.

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78 organizations, school clubs, parent-teacher organizations, booster clubs, or governmental
79 agencies. School newsletters ~~will may~~ not include announcements of events or activities
80 sponsored by non-school organizations or individuals, unless the materials are permitted under a
81 signed Memorandum of Understanding or Agreement and are approved by the Department of
82 School and Community RelationsOffice of ~~—~~ Communications. Schools ~~are not to may~~
83 not distribute communications submitted by organizations that contain advertisements and/or
84 marketing material that the schools would otherwise be prohibited from distributing as described
85 in Policy KJ.

86 **PTA Materials**

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88
89 ~~PTA newsletters are the responsibility of the PTA, and their content is not controlled by the school.~~
90 PTA newsletters and other materials may be distributed ~~in the schools~~ only if consistent with
91 pPolicies KF, KM and this regulation. -All parent-teacher organization electronic media accounts,
92 newsletters, websites and distributed material should be clearly marked as PTA and should be

93 clearly —distinguishable as separate from electronic media accounts, newsletters, websites and
94 distributed material associated with the school itself.

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118 KJ Advertising in the Schools
119 KM Relations with Community Organizations
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121 KQ Commercial, Promotional, and Corporate Sponsorships and
122 Partnerships
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