

1 **REGULATIONS FOR DISTRIBUTION OF**
2 **INFORMATION/MATERIALS IN SCHOOLS BY NON-SCHOOL ORGANIZATIONS**
3

4 Alexandria City Public Schools (ACPS) has established limited distribution of materials or
5 information for organizations other than schools, parent-teacher organizations and booster clubs.
6 ACPS permits distribution of materials or information by such non-school organizations only as
7 described in Policies KF, KM and this regulation. ACPS allows distribution of materials or
8 information that promote the general public interest and the educational welfare of the students.
9 All material must be approved through the Department of School and Community Relations prior
10 to distribution.

11
12 This regulation applies only to distribution of materials and information by non-school
13 organizations, utilizing all distribution channels developed by the Superintendent. It does not
14 apply to students, recognized student clubs, class materials, and official ACPS information or
15 materials.

16
17 **Procedure for Seeking Approval of Materials**
18

19 Any request to distribute print or electronic materials from organizations other than schools,
20 parent-teacher organizations and booster clubs must be submitted to the Department of School and
21 Community Relations for approval prior to distribution or making the information available in
22 schools. Materials should be submitted at least seven days in advance of the desired date of
23 distribution and should clearly identify the submitting organization, the contact information for at
24 least one individual who is responsible for responding to questions regarding the information
25 contained in the materials, and any disclosure required by ACPS. Information on the process for
26 submitting materials is available on the ACPS website. Distribution or posting is not permitted
27 prior to approval of the Department of School and Community Relations.
28

29 **Non-School Organizations**
30

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

- 33 ● bear the official seal of the organization and
 - 34 ● provide information about the official business and events of the organization.
- 35

36 Approved organizations may not sponsor or act as a conduit for material or content for other
37 entities.
38

39 **Time, Place, Manner of Distribution**
40

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

45
46 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.

56
57 **Newsletters**

58
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
70 PTA newsletters and other materials may be distributed only if consistent with Policies KF, KM
71 and this regulation. All parent-teacher organization electronic media accounts, newsletters,
72 websites and distributed material should be clearly marked as PTA and should be clearly
73 distinguishable as separate from electronic media accounts, newsletters, websites and distributed
74 material associated with the school itself.

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76
77 Established: May 23, 2007
78 Revised: November 16, 2015
79 Revised: June 23, 2016

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82 Legal Refs.: U.S. Constitution, amend. I.
83 36 U.S.C. Subtitle II, Part B
84
85 Code of Virginia, 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

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

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Commented [2]: Title updated to reflect the scope of the document

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