

# REGULATION

## ANNE ARUNDEL COUNTY PUBLIC SCHOOLS

**Related Entries:** KA

**Responsible Office:** OFFICE OF COMMUNICATIONS, DIVISION OF INSTRUCTION AND SCHOOL PERFORMANCE

### **DISTRIBUTION OF NON-SCHOOL COMMUNICATIONS**

#### **A. PURPOSE**

To provide guidelines to implement Policy KA regarding the distribution and display of printed informational materials and announcements in schools, whether sent home with students, displayed within the school, or distributed electronically.

#### **B. BACKGROUND**

Individual schools under the jurisdiction of Anne Arundel County Public Schools (AACPS) are not open public forums, but only accessible for the distribution and display of communication as provided in Policy KA and this Regulation. Any access provided will be on a non-discriminatory basis and will not be based on the viewpoint of the organization or business distributing or displaying the communication.

#### **C. PROCEDURES**

The Division of Instruction and School Performance, in conjunction with the Office of Communications, shall review all printed informational materials and announcements, including materials, fliers, and announcements, from outside organizations and businesses proposed for school system wide distribution to students through take-home folders, student backpacks, or similar manner. Principals, in conjunction with their supervisor and the Office of Communications, may make individual decisions regarding printed and electronic informational materials and announcements at their respective schools that are not intended for system wide distribution. In all instances, however, actions regarding informational materials and announcements shall be consistent with the provisions of this Regulation.

##### **1. Display and Distribution of Printed and Electronic Informational Materials and Announcements by AACPS, Governmental Agencies, PTAs, and Other Parent Organizations**

- a. The following organizations shall be permitted to distribute printed informational materials and announcements directly to students through take-home folders, student backpacks, or similar manner; display printed informational materials and

announcements on tables, racks, bulletin boards, or similar areas, as designated by the school at any time during the school year; display printed information materials and announcements during open houses, Back-to-School nights, and similar events; and distribute electronic informational materials and announcements:

- i. AACPS;
  - ii. Federal, State, or local governmental entities and departments;
  - iii. PTAs, PTSAs, PTOs, and PTSOs operating within AACPS;
  - iv. Athletic, band, and other similar clubs directly affiliated with AACPS; and
  - v. The Education Foundation of Anne Arundel County Public Schools.
- b. Organizations shall deliver printed informational materials and announcements to the school office at least 3 days prior to the day requested for distribution, with additional copies for the school office.
  - c. All printed informational material and announcement must be collated into stacks of 35, sorted by classroom, and provided to the school office, to minimize staff time necessary for the handling of materials.
  - d. Materials will be distributed in as timely a manner as possible, provided it is not disruptive to the instructional day.
  - e. Personal materials such as student birthday invitations or other personal celebrations or observances may not be distributed in this manner.
  - f. AACPS encourages informational materials and announcements be provided in the language(s) spoken at the school(s), in addition to English.
  - g. No materials will be distributed that are defamatory, obscene, lewd, encourage criminal behavior, or are not age appropriate.

**2. Display of Printed and Electronic Informational Materials and Announcements Provided by Other Organizations and Businesses**

- a. All other organizations and businesses doing business with schools and communities in Anne Arundel County shall be permitted to display, during the school year, printed informational materials and announcements on tables, racks, or similar areas as designated by the school.

- b. Other organizations and businesses doing business with schools and communities in Anne Arundel County may be permitted to electronically display during the school year informational materials and announcements as determined appropriate by the principal, appropriate supervisor, or Office of Communications.
- c. Materials may be removed from display areas periodically if out-of-date.
- d. Schools may reasonably define the size of the space, location, table, or rack for display of the materials for individuals, businesses, and organizations.
- e. Informational materials and announcements provided by organizations and businesses during the school year for display or distribution must bear the name of the sponsor, organization, or business and include the following disclaimer:  
  
"These materials are neither sponsored nor endorsed by the Board of Education of Anne Arundel County, the Superintendent, or this school."
- f. AACPS encourages informational materials and announcements be provided in the language(s) spoken at the school(s), in addition to English.
- g. No materials will be displayed that are defamatory, obscene, lewd, encourage criminal behavior, or are not age appropriate.

### 3. Additional Considerations

- a. School staff is encouraged to utilize volunteer networks to facilitate the school's display or distribution process.
- b. Any principal who is concerned that informational material or an announcement submitted for distribution or display may violate law, Board policy, or administrative regulation shall immediately submit a copy to their supervisor and the Office of Communications. Informational materials or announcements that are in violation of policy, regulation, or law will not be distributed.
- c. Irrespective of the obligation of schools to accord rights and privileges pursuant to this Regulation, schools shall not have any responsibility for the storage or replenishment of printed informational materials or announcements at the behest of outside organizations.

*Regulation History:* Issued 06/19/13; Revised 02/01/23; 02/04/26

*Note Previous Regulation History:* None

*Legal Reference:* None