

DISTRIBUTION OF INFORMATIONAL MATERIALS

The Charles City County School Board will consider approval of distribution of non-instructional informational flyers from only these sources:

- Individual schools or the school division
- School-related groups or club-sponsored activities (i.e., PTA's, PTSA's, PTO's, Booster Clubs, school-sponsored sports camps, etc.)
- Local, state, and federal government agencies or departments

All other informational flyers regarding community activities for children and families, sponsored by not-for-profit organizations received by the school division for distribution will be:

- Posted or displayed in a designated area of the principal's choice at all requested schools for a suggested time period of three weeks.

Guidelines

Any person or organization wishing to distribute material on school property must first submit for approval a copy of the material to the superintendent or superintendent's designee in advance of desired distribution, together with the following information:

- Name of the person or organization
- Timeframe for intended distribution
- Identification of students or staff to whom the distribution is intended
- Type of material to be distributed

The superintendent or superintendent's designee may either approve the distribution or deny it by indicating how it violates Board Policies, any of the criteria listed below, or a restriction regarding time, place, and manner. Requests for distribution of materials on school property shall be considered based upon the following guidelines:

1. Any materials or information, which endorses or implies endorsement of a commercial product or endeavor, shall be prohibited from circulation in the schools.
2. Literature or material of a partisan, sectarian, religious, or political nature shall not be distributed in the schools by outside sources.
3. All material for distribution must be seen in its final form and approved prior to distribution.

4. No request shall be granted that advertises, or could be construed as advertising, a fund-raising activity of a non-school related organization.
5. No request shall be granted when it is determined that the activity may not be in the best interest of the students' health, safety, and welfare, or the activity appears to encourage students to participate in an activity which might be in violation of Charles City County School Board policies and regulations or the Standards of Accrediting Schools in Virginia.
6. Businesses requesting to distribute flyers or materials to **staff** offering them discounts or special incentives shall be given permission to have the school post a copy of their materials in a common location such as the teacher's workroom and/or mailroom area.

Permission to distribute or display material does not imply agreement of its content by either the administration of the school, the Superintendent, or the Board. Expression, which is libelous, slanderous, and defamatory under State law, is prohibited. The distribution of political information is prohibited in accordance with policy. Furthermore, the superintendent or his/her designee shall regulate the distribution of material where there is reasonable basis for the belief that such publication or expressive activity would create a clear and present danger of the commission of unlawful acts, or the violation of school policies regulations, or Code of Student Conduct, or would materially disrupt classes or class work, or orderly operation of the school or which violates the privacy rights of others.

Time, Place, and Manner of Distribution

The distribution of written material shall be limited to a reasonable time, place, and manner as determined by the principal who shall ensure that:

- A. No material is distributed or displayed during a time or at a place of a school activity if it is likely to cause a substantial disruption of that activity or of other activities.
- B. No material is distributed or displayed if it blocks the safe flow of traffic within corridors and entranceways of the schools.

Adopted: April 3, 2007