

ADMINISTRATION: ADMINISTRATIVE OPERATIONS

GENERAL: DISTRIBUTION OF NON-SCHOOL MATERIALS

I. DEFINITIONS

- A. MATERIALS – PUBLISHED INFORMATION, INCLUDING BUT NOT LIMITED TO, FLYERS, PAMPHLETS, LEAFLETS, MAGAZINES, OR NEWSPAPERS FROM SCHOOL-SPONSORED ESTABLISHED BUSINESS PARTNERSHIPS, ENTITIES OF FEDERAL, STATE, AND LOCAL GOVERNMENT AND PARENT-TEACHER ASSOCIATIONS.

II. APPROVED MATERIALS AND ORGANIZATIONS

- A. ONLY MATERIALS CONCERNING SCHOOL-SPONSORED ESTABLISHED BUSINESS PARTNERSHIPS MAY BE APPROVED.
- B. ONLY MATERIALS FROM THE FOLLOWING ORGANIZATIONS MAY BE APPROVED FOR DISTRIBUTION:
 - 1. ENTITIES OF FEDERAL, STATE, AND LOCAL GOVERNMENT;
 - 2. PARENT-TEACHER ASSOCIATIONS.

III. APPROVAL CRITERIA

- A. THE PRINCIPAL OR OFFICE HEAD WILL GRANT OR DENY APPROVAL BASED ON THE FOLLOWING CRITERIA:
 - 1. DISTRIBUTION OF MATERIALS CAN NOT BE DENIED BASED ON THE VIEWPOINT EXPRESSED;
 - 2. MATERIALS THAT CAN REASONABLY BE PREDICTED TO CAUSE SUBSTANTIAL DISRUPTION OF, OR MATERIAL INTERFERENCE WITH, SCHOOL ACTIVITIES WILL NOT BE APPROVED FOR DISTRIBUTION;

3. MATERIALS THAT VIOLATE THIS RULE, BOARD POLICY 2361, OR ANY BOARD POLICY OR SUPERINTENDENT'S RULE WILL NOT BE APPROVED FOR DISTRIBUTION;
4. MATERIALS THAT DO NOT INCLUDE THE REQUIRED DISCLAIMER (REFER TO SECTION IV.C.) WILL NOT BE APPROVED FOR DISTRIBUTION;
5. MATERIALS MAY ONLY BE APPROVED BY THE PRINCIPAL OR OFFICE HEAD FOR DISTRIBUTION AT THE REQUESTED SCHOOL OR OFFICE.

IV. PROCEDURES

- A. IN ACCORDANCE WITH THIS RULE AND BOARD POLICY 2361, THE SCHOOL PRINCIPAL OR OFFICE HEAD WILL APPROVE OR DENY ALL REQUESTS TO DISTRIBUTE MATERIALS IN SCHOOLS OR OFFICES.
- B. A REQUEST TO DISTRIBUTE MATERIALS MUST BE SUBMITTED IN WRITING TO THE SCHOOL PRINCIPAL OR OFFICE HEAD AT LEAST TWENTY (20) SCHOOL DAYS PRIOR TO THE REQUESTED DISTRIBUTION DATE. THE REQUESTED MATERIALS MUST BE INCLUDED WITH THE WRITTEN REQUEST.
- C. ALL MATERIALS TO BE DISTRIBUTED MUST INCLUDE A DISCLAIMER STATING: "THIS ORGANIZATION AND ITS MATERIALS ARE NOT AFFILIATED WITH, SPONSORED BY, OR ENDORSED BY BALTIMORE COUNTY PUBLIC SCHOOLS, THE SUPERINTENDENT, OR THIS BALTIMORE COUNTY PUBLIC SCHOOL OR OFFICE."
- D. WITHIN FIVE (5) SCHOOL DAYS OF THE WRITTEN REQUEST THE SCHOOL OR OFFICE WILL INFORM THE ORGANIZATION IN WRITING WHETHER THE MATERIALS HAVE BEEN APPROVED (SEE APPROVAL NOTICE: FORM A) OR DENIED (SEE DENIAL NOTICE: FORM B) FOR DISTRIBUTION.
- E. ORGANIZATIONS MAY ONLY DISTRIBUTE MATERIALS AFTER OBTAINING WRITTEN APPROVAL FROM THE SCHOOL PRINCIPAL OR OFFICE HEAD. MATERIALS MAY ONLY BE

DISTRIBUTED ON THE DATE(S) STATED ON THE APPROVAL NOTIFICATION.

- F. FOLLOWING APPROVAL, ORGANIZATIONS MUST DELIVER THE MATERIALS TO THE SCHOOL OR OFFICE AT LEAST TEN (10) SCHOOL DAYS PRIOR TO THE INTENDED DISTRIBUTION DATE.

RULE
APPROVED: _____

SUPERINTENDENT OF SCHOOLS

APPROVAL NOTICE:
DISTRIBUTION OF MATERIALS

BALTIMORE COUNTY PUBLIC SCHOOLS

NAME OF SCHOOL/OFFICE: _____

NAME OF ORGANIZATION: _____

TYPE(S) OF DISTRIBUTION: ___ TAKE-HOME FOLDER
(CHECK ALL THAT APPLY) ___ DISPLAY TABLE
 ___ BULLETIN BOARD

CONTACT PERSON: _____

PHONE NUMBER: _____

FAX NUMBER: _____

APPROVED MATERIALS MUST BE DELIVERED TO THE SCHOOL OR OFFICE AT LEAST TEN (10) SCHOOL DAYS PRIOR TO THE INTENDED DISTRIBUTION DATE(S).

*DISTRIBUTION DATE(S): _____

DATE(S) MATERIALS MUST BE PROVIDED TO SCHOOL/OFFICE: _____

SIGNATURE OF PRINCIPAL OR OFFICE HEAD:

DATE: _____

DISTRIBUTION IS ONLY APPROVED FOR THE DATE(S) INDICATED.

DENIAL NOTICE:
DISTRIBUTION OF MATERIALS

BALTIMORE COUNTY PUBLIC SCHOOLS

NAME OF SCHOOL/OFFICE: _____

NAME OF ORGANIZATION: _____

CONTACT PERSON: _____

PHONE NUMBER: _____

FAX NUMBER: _____

YOUR REQUEST TO DISTRIBUTE MATERIALS IN BALTIMORE COUNTY
PUBILC SCHOOLS IS DENIED.

SIGNATURE OF PRINCIPAL OR OFFICE HEAD:

DATE: _____