

FREDERICK COUNTY PUBLIC SCHOOLS	Reg. No. 400-30
Subject: COMMUNITY INFORMATIONAL MATERIALS	Issued: 1/5/85
Preparing Office: Office of the Superintendent	Amended: 6/15/18

I. Policy 513

II. Procedures

A. FCPS, PTAs, Booster Clubs, Government Agencies

1. All requests from the county-level PTA and government agencies to distribute materials in the school will be submitted to the deputy superintendent for approval.
2. Materials from Frederick County Public Schools (FCPS), local school PTAs, and school booster clubs may be approved for distribution by the building-level administrator.
3. Printed informational materials and announcements provided by FCPS, PTAs, school booster clubs, and government agencies may be distributed directly to students through take-home folders, back packs, or similar manner and may be displayed on tables, magazine racks, or similar areas as designated by the school at any time during the school year after the appropriate approval is received.
4. All printed informational materials and announcements must be collated into stacks of 30 to minimize the staff time for handling the materials at the school.
5. With the exception of FCPS materials, the following disclaimer will be placed on all materials to be distributed:
"These materials are neither sponsored by nor endorsed by the Board of Education of Frederick County, the Superintendent, or this school."

B. Outside Groups

1. All requests from outside groups or individuals for materials to be made available in the schools will be submitted to the deputy superintendent for approval. Requests may be submitted by emailing community.materials@fcps.org.
2. The following disclaimer will be placed on all materials made available from outside groups or individuals:
"These materials are neither sponsored by nor endorsed by the Board of Education of Frederick County, the Superintendent, or this school."

C. Unless otherwise part of the educational goals of school programs, the staff and students of the schools will not be used for advertising or promoting the interests of any commercial, political, or other non-school agency, advocacy group, individual, or organization.

D. Materials provided by profit-making businesses and organizations that contain commercial advertising can be used for educational purposes if the uses of said materials are for activities as outlined in a formally signed business partnership agreement with FCPS. Business Partnerships are formalized agreements that are developed at the school level or system wide with mutually beneficial objectives that have been identified by the partners.

E. Schedule

FCPS will provide designated times during each school year for schools to make informational materials available to the community. FCPS has the right to designate differentiation in allocation of materials at the elementary level based on age appropriateness or legal restrictions.

Submitted to Deputy Superintendent for Approval (on or before)	Approved Materials to Schools (on or before)	Date
August 1	August 15	School-designated "Back to School" Nights
October 1	October 26	Parent Conferences ¹
January 4	February 1	Mid-February ²
April 12	May 3	Mid-May ³

It is the expectation that materials will be made available on a bulletin board or a table during the designated time periods in areas commonly used by parents such as the front office, counseling office, or volunteer areas for a minimum of three (3) school days. Remaining materials will be recycled.

F. Exceptions

This regulation does not apply to employee benefit information and materials disseminated to FCPS employees from approved vendors.

Approved:

Original signed by

Theresa R. Alban
Superintendent

¹ For the 18-19 school year, designated posting dates are scheduled for November 6, 7 & 8, 2018

² For the 18-19 school year, designated posting dates are scheduled for February 18, 19 & 20, 2019

³ For the 18-19 school year, designated posting dates are scheduled for May 15, 16 & 17, 2019