

PRINCE GEORGE’S COUNTY PUBLIC SCHOOLS
Board of Education
Upper Marlboro, Maryland

1113
Policy No.

BOARD OF EDUCATION POLICY

COMMUNITY RELATIONS

Distribution Of Materials

I. POLICY STATEMENT

- A. It is the intent of the Prince George’s County Board of Education (Board) to designate appropriate materials for display, distribution, and to maintain a limited non-public forum.
- B. It is the Board’s priority to ensure that the posting or distribution of informational materials or announcements does not interfere with the instructional program, student safety, or climate of the school.

II. PURPOSE

To inform the public and staff about criteria for posting or distributing informational materials and announcements. This information includes, but is not limited to, information sent home to or through students; information on community display tables, racks, or bulletin boards; and information made available at back-to-school nights, open houses, or other school-sponsored activities.

III. DEFINITIONS

- A. *Distribution* – The delivery of materials to Prince George’s County Public Schools (PGCPS) students on a class, grade, school, or districtwide level, in either hard-copy or digital form (e.g., via email).
- B. *Employee organizations* – Those organizations which are recognized to represent the employees of PGCPS in matters of collective bargaining and employee representation.
- C. *Limited nonpublic forum* – Public property which is not by tradition or designation a forum for public communication.
- D. *Material(s)* – Information or announcements, including but not limited to, flyers, pamphlets, leaflets, magazines, or newspapers, in printed or digital form (including PDF, email, etc.).

E. *Nonprofit organization* – An entity that is created and operated for charitable or socially beneficial purposes rather than to make a profit.

F. *Parent organization* – Means either of the following:

1. *Parent Teacher Association (PTA)* – A formal organization composed of parents, teachers and staff that is intended to facilitate parental participation in a school. A *PTA* is affiliated with the National PTA and pays dues to be a part of the umbrella organization.
2. *Parent Teacher Organization (PTO)* – A formal organization that consists of parents, teachers and school staff. It is not affiliated with Parent-Teacher Association (PTA)

IV. **STANDARDS**

A. Display and Distribution of Materials by PGCPs, Governmental Agencies, Parent Organizations, and Certain School Partners

1. The following shall be permitted to distribute printed materials directly to students or to parents/guardians through take-home folders, backpacks, or similar manner; to display printed materials on any tables, magazine racks, or similar areas as designated by the school at any time during the year; to distribute materials at school events (*e.g.*, parent-teacher conferences) at any time during the school year; and to distribute these materials in electronic form via email sent by school or district staff:
 - a. Prince George’s County Public Schools;
 - b. Agencies/departments within the County, State, or Federal government providing the materials do not advocate:
 - 1) for the election or defeat of any candidate; or
 - 2) for or against any referendum question or matters pending before any governing body, unless the referendum question or matter directly and exclusively affects PGCPs;
 - c. Parent organizations or the Board’s Parent and Community Advisory Committee (PCAC);
 - d. Employee organizations;
 - e. The Excellence in Education Foundation for Prince George’s County Public Schools, Inc.;
 - f. Foundation of Automotive and Construction Technology for Students, Inc. (FACTS);

g. In the case of community schools:

- 1) the community school lead agency; or,
- 2) with the approval of the school's representative from the community school lead agency, community school partners with existing, ongoing relationships with the school;

h. A PGCPs charter school's external operator;

2. Only information concerning activities sponsored or endorsed by the above-listed entities will be approved. The Superintendent/designee retains the right to withdraw approval from any source if it is determined that distribution or display would undermine the intent of this policy.

B. Display and Distribution of Printed Materials Provided by Others

1. Nonprofit organizations are permitted to display, at any time during the school year, printed informational materials and announcements on school-designated tables, magazine racks, bulletin boards, or similar areas.
2. For-profit businesses or organizations are permitted to display, at any time during the school year, printed informational materials and announcements on school designated tables, magazine racks, bulletin boards, or similar areas, provided that the Superintendent/designee has reviewed the materials to confirm the information contained in them relates to education, enrichment, or extracurricular learning opportunities for students or to provision of resources for the school.
3. Outside materials must bear the following disclaimer in at least 12-point font size on the first page of the flyers/materials: "Prince George's County Public Schools is not sponsoring, endorsing, or recommending the activities announced in this flyer/material."
4. Outside materials must be approved in advance by the Superintendent/designee.
5. All decisions regarding the rejection of the distribution and/or display of materials shall be in writing with an explanation of the reason(s) for the rejection.
6. Outside materials shall be rejected only if they:
 - a. do not carry the required disclaimer, or
 - b. originate from a for-profit entity and do not relate to education, enrichment, extracurricular learning opportunities, or provision of resources for the school, or

- c. are vulgar, lewd, offensive, or would otherwise undermine the school's basic educational mission.

V. IMPLEMENTATION RESPONSIBILITIES

The Superintendent is authorized to develop an administrative procedure to implement this policy.

VI. REFERENCES

A. Legal

U.S. Const. amend. I

Child Evangelism Fellowship of Maryland v. Montgomery County Public Schools, 457 F.3d 376 (4th Cir. 2006)

B. Other Board Policies

C. Superintendent's Administrative Procedures

AP 1113 – Distribution of Materials

VII. HISTORY

Policy Adopted - 9/25/62

Policy Amended - 9/25/73

Policy Amended - 5/12/03

Policy Amended - 5/5/05

Policy Reviewed –

No Revisions Required 9/28/05

Policy Amended 4/29/10

Policy Revised – 03/27/2025

Effective Date – 03/27/2025