Definitions:

1. Educational Program: Includes, instruction, extra-curricular, athletics, assemblies, and other similar activities that support the Mission, Vision, Goals and Values of the Garrett County Board of Education.

2. Distribution: Any sharing, circulation, or supplying of non-school-sponsored publications while on school property, including but not limited to the following means:
   a. Directly handing out publications by student(s) to other students
   b. Sending publications home in backpacks, placing them in student or teacher mailboxes, or putting them in/on vehicles
   c. Setting publications on display

3. Limited Public Forum: Public property which is not by tradition or designation a forum for public communication, but for which the Garrett County Public School System has purposefully opened to the public or some segment of the public for expressive activity.

4. Non-School-Sponsored Publications: Any writings, images, and/or audio or video recordings that are not promoted by or subjected to the editorial policies and procedures of the school and/or Board of Education, including but not limited to announcements, flyers, brochures, party invitations, religious or political tracts, etc., whether created by an organization, adult, student, or other entity.

5. Qualifying Organization: A 501 (c)(3) non-profit conducting business, in Garrett County (with approval).

6. School Property: Any property owned or leased by the Garrett County Public School System. At any time when a facility is scheduled by the school system for student use, it will be considered an extension of school property. In addition, the concept of property shall extend to school activities such as field trips, use of parks and recreation facilities, proms at hotels, school buses and bus-stops, etc.
Procedure:

1. Required Disclaimer. All non-school-sponsored publications that are distributed on school property must have the following conspicuous disclaimer affixed by the applicant:
   a. “These materials are neither sponsored nor endorsed by the Board of Education of Garrett County, the Garrett County Public Schools, or any agents thereof. See Board Policy and Procedure Number KHC.”
   b. It is the responsibility of the applicant to affix the disclaimer to the material being distributed.

2. Approved Organizations. The following groups are allowed to distribute materials and publications at any time during the academic year without being subject to the normal approval procedure:
   a. Garrett County Public Schools
   b. Parent Teacher Organizations

3. All Other Publications. If any organization, group, or person wishing to distribute non-school-sponsored publications on school property is not an approved organization under Item 2, said individual or group may distribute their materials and publications at any time of the year, by abiding by the following procedure:
   a. Submission of the Distribution of Materials Request Form and a copy of publication.
      i. Prior to distribution of the publication, the group or individual must submit, at least 20 business days in advance of the distribution (1) An Distribution of Materials Request Form under Regulation 960.1 Exhibit A, and (2) a copy of the publication to the Superintendent’s Designee for approval.
      ii. If the individual is a student under the age of eighteen (18), the Superintendent’s Designee shall contact the student’s parent/guardian regarding the request.
      iii. The Superintendent’s Designee shall notify the group or individual (and, if the individual is a student under the age of 18, his parent or guardian) of the approval or disapproval of the publication within 10 business days.
      iv. If the publication is disapproved, the Superintendent’s Designee shall refer to the law, whether Maryland or federal, or the Board or GCPS policy which is violated by the publication.
      v. If the publication is approved, the Superintendent’s Designee shall specify what manner of distribution is allowed: School Information Tables, Direct Distribution, Backpack/Mailbox, Staff Distribution

   b. Manner of Distribution
i. Direct Distribution may only be conducted by a student or students on school property. Organizations, groups, or other non-school persons are not permitted to enter school property for direct distribution. Said distribution may only occur at times that are not disruptive to the purposes of the school and may NOT occur during instructional time.

ii. Backpack and Mailbox Distribution may only be conducted by school staff; organizations must provide collated stacks of 25 to staff, so to minimize staff time necessary for the handling of materials. Said distribution may only occur at times that are not disruptive to the purposes of the school as determined appropriate by the school principal.

iii. School Information Tables and Display Distribution may be used as a method of dissemination of approved material. Said distribution may only occur at times that are not disruptive to the purposes of the school as determined appropriate by the school principal.

iv. Only those publications specifically approved for one or more of the above forms may be distributed accordingly. Any attempts to distribute publications that have not been approved or in a manner that has not been approved will be restricted and removed, and the School shall take whatever measures are necessary to ensure compliance with the Procedure.

4. Approval and Disapproval Process

An application may only be disapproved for the following reasons:

a. It will be disapproved if it clearly violates federal or state law or a policy of the Board of Education for Garrett County or the Garrett County Public Schools.

b. It will be disapproved if it does not state the required disclaimer in a conspicuous manner.

c. It may be disapproved if the application and copy of the publication is not submitted 20 business days in advance of the distribution.

d. A Distribution of Materials Request may be disapproved for the requested form of distribution and an alternate method of dissemination may be suggested.

5. Appeal Process

Appeals of decisions made by the Superintendent or the Superintendent’s Designee may be made in accordance with Policy BEEA, Appeals and Hearing to the Board: Superintendent's Decisions.