

## Parental Option

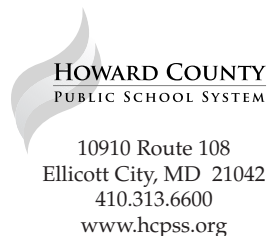
Parents or guardians are given the option of not receiving flyers or other printed materials from community organizations, groups and agencies. A Community Information Opt Out Form is sent home with all elementary and middle school students at the beginning of each school year. New families are given this option at the time of registration.

If a parent or guardian exercises this option, they will receive information from the school system and local school; the school's PTA/PTSA and booster clubs; and local, state, and federal government agencies only. They will not receive information from any other community organizations, groups or agencies.

**For additional information contact:**

**Public Information  
Howard County Public School System  
10910 Route 108  
Ellicott City, MD 21042  
410.313.6682**

The Howard County Public School System does not discriminate on the basis of race, color, creed, gender, age, national origin, religion, sexual orientation or disability in matters affecting employment or in providing access to programs. For more information, contact the Equity Assurance Office of the Howard County Public School System at 10910 Route 108, Ellicott City, MD 21042, or call 410.313.6654.



PIO 9.06

## *A Community Guide to* **Distributing Information In Schools**



## As a service to the community and to our students and parents, the Howard County Public School System allows non-profit organizations and groups to disseminate notices and information to and through students.

All requests from the community to disseminate information to or through students in the form of announcements or flyers are processed through the school system's Public Information Office, located at the Department of Education, 10910 Route 108 in Ellicott City. Announcements or flyers from community organizations, groups or agencies may not be disseminated to or through students without prior written approval from the Director of Public Relations.

The Howard County Public School System retains the right to deny the dissemination of materials and announcements if the content could reasonably be predicted to cause substantial disruption.

Students will not be pressured or coerced to take or respond to any announcement or flyer.

### Approved Organizations

The Board of Education of Howard County has approved the following organizations and groups to disseminate announcements or materials in Howard County public schools:

- Tax-supported agencies of the federal, state and local government
- Non-profit organizations as documented by a letter from the U.S. Internal Revenue Service

- Groups distributing materials as part of approved fund raising activities in the HCPSS.
- Local, state and national Parent Teacher Associations (PTA) or Parent Teacher Organizations (PTO), and recognized booster clubs affiliated with any school in the HCPSS

### Procedures for PTAs, PTOs and Booster Clubs

Local, state and national Parent Teacher Associations or Parent Teacher Organizations, and recognized booster clubs affiliated with any school in the Howard County Public School System must submit announcements, flyers or other materials to the local school administration for approval.



### Procedures for Other Approved Organizations

Approved organizations other than PTAs, PTOs, or recognized booster clubs must submit announcements, flyers or other materials to the Public Information Office.

- Copies of each announcement, flyer or other materials must be submitted to the Public Information Office at least two weeks in advance of the intended dissemination date.
- Announcements to be published in individual school newsletters are limited to the name of the event or activity, the date(s) and time(s) of the event or activity, the name of the sponsoring organization, and a contact number or email address. The Public Information Office will send an updated list of approved announcements to schools twice each month throughout the school year. Approved announcements are disseminated on a space and time available basis.
- Flyers and other printed materials must be properly packaged and labeled per instructions from the Public Information Office. Multiple copies of flyers must be delivered to the schools by the organization. Schools will disseminate the information to parents via Friday folders, student backpacks or other methods as determined by the school. The same dissemination process must be used for all approved information from community organizations, groups or agencies.