

***DISTRIBUTION OF INFORMATION POLICY (5210)***  
**ADMINISTRATIVE REGULATION**

**Community Information Events**

This administrative regulation is adopted pursuant to Board of Education Policy and Policy 5030.

For one day each school year, each high school shall facilitate a community information event and allow community organizations, including religious organizations, to participate in the event. The intent of the event is to allow organizations that offer services to children and their families an opportunity to make available written materials or literature (hereinafter “materials”) about the organization and its services. This event shall occur after normal school hours.

Organizations participating in the event shall adhere to the following procedures below.

**A. Approval Process**

1. The organizations listed in section B.1 of policy 5210 shall be permitted to participate in the community information event on a first come first serve basis. Groups and organizations that do not fall into one of the categories listed in section B.1 of policy 5210 shall not be permitted to participate.
2. Organizations that desire to participate in the community information event shall submit an application no later than two (2) weeks prior to the event.
3. The principal will approve organizations that submit a timely application and that meet the description of the organizations listed in Section B.1 of Policy 5210. Should there be inadequate space to accommodate all of the organizations applying to participate, the principal shall select those organizations that apply first.
4. The application, approval from the school, the relevant policies and this administrative regulation shall constitute an agreement between the Buncombe County Board of Education and the organization using school facilities pursuant to N.C.G.S. §115C-524(b).

**B. Procedure and Guidelines**

1. Organizations selected to participate in the community information event shall be allowed to actively participate and distribute materials about the organization and the services offered by the organization.

2. The materials must be new, in good condition, and must bear a disclaimer that states: "This material is not sponsored or endorsed by the Buncombe County Schools, or its employees."
3. The organization shall not be required to obtain the principal's approval for the literature it intends to distribute, however, the organization shall not distribute literature that otherwise:
  - a. Is vulgar, indecent or obscene;
  - b. Contains libelous statements or personal attacks of others;
  - c. Encourages the commission of unlawful acts or acts that violate school rules;
  - d. Is commercial in nature, including the advertising of a product or service for profit; or
  - e. Promotes unhealthy or illegal activities by children, such as tobacco or alcohol use.

The principal may prohibit any material listed above.

4. The material shall be made available to attending participants, free of charge.
5. Participating organizations shall remove all literature at the end of the event; any material left on the school site will be discarded.
6. Organizations shall not be charged to participate in the event and shall not be required to provide a certificate of insurance.
7. Unless stated differently in this administrative regulation, each school and participating organization shall follow the **General Guidelines** and **Guidelines for Facility Use** found in Administrative Regulation 5030R, *Regulations Governing Community Use of Buncombe County Facilities*.

### C. Violation of Procedures

Any individual/organization/agency that violates this Administrative Regulation or other Board of Education Policy may be removed from campus and prohibited from participating in the event in the future.

Regulation for Information: December 3, 2012  
Revised – April 10, 2014