

REGULATION MONTGOMERY COUNTY PUBLIC SCHOOLS

Related Entries: CNA, CNB-RA, CND, EGC-RA, IPD-RA, IGT-RA

Responsible Office: Deputy Superintendent of School Support and Improvement

Display and Distribution of Informational Materials and Announcements

I. PURPOSE

To provide guidelines for distribution or display of printed informational materials and announcements sent home with students, or displayed within the school

II. DEFINITION(S)

Nonprofit community organizations are organizations operating in Montgomery County that provide documentation of nonprofit status.

A community organization or business is a group or business that operates in Montgomery County.

III. PROCEDURES

A. Display and Distribution of Printed Informational Materials and Announcements by Montgomery County Public Schools (MCPS), Governmental Agencies, Parent Teacher Associations (PTAs), and Certain Parent-Teacher Organizations

1. Printed informational materials and announcements from the following organizations shall be permitted to be distributed directly to students in all MCPS schools through take-home folders, backpacks, or similar manner or displayed on any tables, magazine racks, or similar areas, as designated by the school at any time during the school year:
 - a) MCPS;
 - b) Federal, state, or local governmental entities;
 - c) Nationally affiliated PTAs operating within MCPS and Montgomery County Council of PTAs; and

- d) Parent-teacher organizations at special education schools and alternative centers that operate in lieu of nationally affiliated PTAs.
 2. School staff may require organizations to deliver printed informational materials and announcements to school five days prior to the day designated for distribution.
 3. All printed informational materials and announcements must be collated into stacks of 30 to minimize staff time necessary for the handling of materials.
- B. Display and Distribution of Printed Informational Materials and Announcements Provided by Others
1. Printed informational materials and announcements from nonprofit community organizations shall be permitted to be distributed directly to elementary students through take-home folders, backpacks, or similar manner at least twice per year and no more than once during each marking period for a maximum of four times per year. Such direct distribution may not be made to middle or high school students.
 2. All other community organizations or businesses shall be permitted to display, at any time during the school year, printed informational materials and announcements on tables, magazine racks, or similar areas as may be designated by elementary, middle, or high schools.

Materials may be removed from display areas periodically.
 3. Informational materials and announcements provided by nonprofit community organizations for distribution during the two to four times designated during the school year at elementary schools or for display by all community organizations or businesses must include the following disclaimer printed in at least 10 point font size:

“These materials are neither sponsored nor endorsed by the Board of Education of Montgomery County, the superintendent of schools, or this school.”
 4. Nonprofit community organizations must provide documentation verifying nonprofit status to the school. This documentation must either be a copy of the letter from the Internal Revenue Service stating that the organization is considered tax exempt under Section 501(c)(3) or a copy of a notarized letter on the organization’s letterhead stating that the organization is a nonprofit organization.

5. Elementary school staff may require organizations to deliver printed informational materials and announcements to school five days prior to the day designated for distribution.
6. All printed informational materials and announcements must be collated into stacks of 30 to minimize the staff time necessary for the handling of materials at the schools.

C. Requirements for Local School Implementation

1. Staff at each elementary school will designate up to 4 days for the distribution of printed informational materials and announcements from nonprofit community organizations. One of those days shall be within the first 15 days of the school year. Each of the additional days shall be during separate marking periods.
2. Staff at each elementary school will provide a list of their distribution dates to the Office of School Support and Improvement (OSSI) on or before July 1 of each school calendar year.
3. Staff at each school will retain for the school's records one copy of each piece of printed informational material or announcement submitted for display or distribution.
4. School staff are encouraged to utilize their school or volunteer networks to facilitate the school's display or distribution process.
5. Any principal who is concerned that informational material or an announcement submitted for distribution or display may violate law or MCPS policy shall immediately submit a copy to OSSI. Informational materials or announcements that violate law will not be distributed.

Regulation History: Formerly Regulation No. 270-2, September 3, 1974 (directory information updated); revised July 23, 1997; revised December 20, 2004; revised October 26, 2006; revised September 24, 2012.