Policy CNA-RA Decision Tree
For Middle and High Schools
Display and Distribution of Informational Materials
and Announcements

START

Is the informational material from a Group Allowed Access to Distribution at Any Time? (See list at right)

Groups Allowed Access to Distribution at Any Time
1) Montgomery County Public Schools
2) Official Government Entities
3) Nationally affiliated PTAs operating within MCPS, and MCCPTA
4) Parent-teacher organizations at special education schools and alternative centers that operate in lieu of nationally affiliated PTAs

NO

YES

Does the informational material display the Required Disclaimer? Note: Disclaimer must at least 10 pt. font (See disclaimer at right)

Required Disclaimer
"These materials are neither sponsored nor endorsed by the Board of Education of Montgomery County, the superintendent, or this school."

NO

YES

Do you have any reason to believe that the informational materials violate law or MCPS policy?

Material MAY be sent home with children at any time convenient to the school

Material MAY be placed on the community table ONLY

Material MAY NOT be DISTRIBUTED or DISPLAYED

Contact the Office of School Support and Improvement for guidance*

*For all questions or concerns, please contact the Office of School Support and Improvement at 240-740-3100

Revised 3/16/2018