



BOARD ADMINISTRATIVE PROCEDURE

ADMINISTRATIVE PROCEDURE
Distribution of Materials
Through Schools to
Students, Staff, and
Parents from External
Groups

ADMINISTRATIVE PROCEDURE
NUMBER

701 (OLD)
1102 (NEW)

Directional Policy

COMMUNICATIONS

TITLE OF ADMINISTRATIVE PROCEDURE:

Distribution of Materials Through Schools to Students, Staff, and Parents from External Groups

DATE APPROVED:

January 25, 2016

PROJECTED REVIEW DATE:

January 2018

DIRECTIONAL POLICY ALIGNMENT: Communications

ALIGNMENT WITH MULTI-YEAR STRATEGIC PLAN:

The **Distribution of Materials Through Schools to Students, Staff, and Parents from External Groups Administrative Procedure** aligns with the board's vision of Achieving Excellence in Catholic Education through Learning, Leadership and Service. It supports our Strategic Priorities and most especially it helps to: Ensure our structures, processes, relationships, and actions reflect our Gospel values and Catholic Social Teachings.

RESPONSIBILITIES:

The Director of Education shall:

- allocate staff and resources to support the **Distribution of Materials Through Schools to Students, Staff, and Parents from External Groups Administrative Procedure.**

**AP- DISTRIBUTION OF MATERIALS THROUGH SCHOOLS TO STUDENTS, STAFF,
AND PARENTS FROM EXTERNAL GROUPS (701 Old/1102 New)**

Communication Services in the Office of the Director of Education shall:

- approve all requests for distribution of materials to schools; and
- facilitate the delivery of approved distribution material electronically or through the Board courier service to schools.

Principals, Vice-Principals shall:

- be responsible and accountable for the approval process at the school level and the distribution of materials within the school and the school community; and
- establish an in-house procedure for the assessment and suitability of distributing materials that arrive in the school. That may include distribution, posting, announcement, inclusion in a newsletter, referral to the Catholic School Council, and/or making the materials available in the school office; and
- consider the potential impact of distribution of materials on the resources of the school; and
- consult with the Superintendent of Schools and/or Communication Services in situations where it is unclear whether materials are appropriate for distribution; and
- provide for the prompt distribution to each member of the Catholic School Council any materials received by the principal from the Ministry that are identified by the Ministry as being:
 - relevant to the functions of the Catholic School Council;
 - and/or for distribution to the members of the Catholic School Council; and
- recognizing the value of consultation, the principal will work with the Catholic School Council and the Student Council to develop guidelines for use in the review and assessment of materials sent directly to their organizations. In both cases, the principal will retain responsibility and accountability for materials approved for distribution to students and parents.

GUIDELINES:

- All requests for distribution of materials will be sent to Communication Services in the Office of the Director of Education for approval. All requests for approval must include a copy of the information to be distributed. Approval and form of distribution within the school and the school community shall be at the discretion of the principal. Materials shall be consistent with the school's goals, objectives, and program.

**AP- DISTRIBUTION OF MATERIALS THROUGH SCHOOLS TO STUDENTS, STAFF,
AND PARENTS FROM EXTERNAL GROUPS (701 Old/1102 New)**

- Only materials from charitable organizations and/or designated as not-for-profit agencies shall be considered for approval for distribution.
- Requests from private individuals or for-profit companies will be denied. Requests from not-for-profit or charitable organizations will be denied if the request promotes unsafe activities and/or contradicts the Board's Vision Statement and Strategic Priorities.
- The information distributed shall be governed by the spirit of the Board's Vision Statement and Strategic Priorities, and should not contravene any Board policy.
- Materials that are political in nature and/or focus on issues shall be approved if deemed to inform or educate, create awareness of issues in the community, province, or country, and/or facilitate community discussions. Materials approved for distribution shall not promote a specific party, group, person, or personal point of view.
- Electronic communication shall be governed by the appropriate "Information Technology Policies" and will be consistent with this Administrative Procedure.
- Materials received by the principal from the Ministry of Education for distribution to Catholic School Councils shall be distributed promptly.
- The Board reserves the right to revoke the authorization to distribute material.

REFERENCES:

[Strategic Plan 2014-2017](#)

[Education Act, Regulation 298, R.S.O. 1990, Article 24.1](#)