



## ADMINISTRATIVE GUIDELINE

### Title: Advertising and Distribution in Schools by Outside Organizations

Effective Date: June 1, 2000  
Revised: December 2, 2013

Responsibility: Director of Education

#### 1. Approval

Outside organizations or individuals wishing to announce, post or distribute information in schools or on school property shall obtain the prior approval of the Director of Education/Designate and principal(s).

1.1 The Director of Education/Designate shall consider requests from school support groups, recognized community service or charitable organizations, municipalities and not-for-profit organizations. Requests must be made at a minimum of one week in advance of the proposed distribution. All materials used for announcements, postings and/or distribution must be made available for review at the time of the request. No additions or revisions may be made after this date.

1.1.1 The Board does not allow or support the practice of facilitating distribution opportunities to outside organizations in schools for students to participate in religious activities or receive religious materials.

1.2 Principals shall refer requests from all individuals, and/or organizations to the Director of Education/Designate who shall consider the requests.

1.3 The Director of Education/Designate will communicate to the principal(s) any authorization granted under Subsection 1.2. Final participation is at the discretion of the principal(s).

1.4 All announcements, postings or information being distributed must, where the School or Board is not the sponsor of the event, include the following disclaimer. "This is not a School or Board sponsored activity."

- 1.5 The Director of Education/Designate shall refuse any request by a private profit making or public political organization or individual.

**2. Discretion**

The Director of Education /Designate shall exercise discretion in granting approvals or requests from outside organizations. The criteria to be used when considering the purposes of a request include the following:

- 2.1 promotion of safety, health, welfare or positive learning experiences of students,
- 2.2 that materials would not be considered offensive by some students or their parents,
- 2.3 that materials would not lead to disruption of any ordinary school activity or be counter productive to any value being developed in students by the school staff.