



**Brant Haldimand Norfolk  
Catholic District School Board**

**Policy: DISTRIBUTION OF MATERIALS**

		<b>Policy Number:</b>	400.08
<b>Adopted:</b>	April 23, 2013	<b>Former Policy Number:</b>	n/a
<b>Revised:</b>	N/A	<b>Policy Category:</b>	Operations
<b>Subsequent Review Dates:</b>	N/A	<b>Pages:</b>	1

**Belief Statement:**

The Brant Haldimand Norfolk Catholic District School Board is committed to excellence in learning and living in Christ. Our schools endeavour to develop relationships with the community we serve. Open communication and sharing information helps build strong lasting relationships.

**Policy Statement:**

It is the policy of the Brant Haldimand Norfolk Catholic District School Board to:

1. allow advertising and distribution of materials in schools provided that it is in keeping with the mission and values of the Board and the Catholic Church; and
2. provide consistent direction and guidelines to Supervisory Officers, Principals and Managers/Supervisors for the approval of requests for, but not limited to, the following: post, display and/or distribute information, literature, advertising, announcements, coupons, admission passes, fundraising information and other similar requests to its students, staff and trustees.

**Glossary of Key Policy Terms:**

**Material**

Materials mean all printed and non-printed materials intended for distribution in an elementary or secondary school. Examples include but are not limited to: pamphlets, stickers, brochures, buttons, flyers, petitions, posters, questionnaires, surveys, contests, DVDs, videos, website urls and CD ROMs.

**References**

Education Act, Regulation 298, Section 24, Advertisements and Announcements



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## Distribution of Materials AP400.08

<b>Procedure for:</b>	Principals, Vice-principals, Staff	<b>Adopted:</b>	April 23, 2013
<b>Submitted by:</b>	Chris N. Roehrig, Director of Education	<b>Revised:</b>	N/A
<b>Category:</b>	Operations		

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### Purpose

Purpose of this Administrative Procedures is to provide direction to Principals, Vice-principals and staff regarding expectations and best practices related to receiving and distributing information in schools.

### Responsibilities

Principals and vice-principals shall follow the direction in this administrative procedure.

### Information

Prior to distributing any information, all content must be carefully reviewed. Schools will deny permission to distribute if the content does not support our Catholic values and beliefs or is not in agreement with the statements in this procedure. This procedure clarified the criteria for approving or denying the distribution of materials.

### Procedure

#### 1.0 Permission to distribute

Organizations shall contact the individual schools for permission to distribute material. The school principal/vice-principal is responsible for reviewing a copy of the material an organization wishes to distribute. The material must be appropriate for our Catholic school community.

#### 2.0 Determining appropriateness of material

To help determine what type of material is appropriate for distribution, please review the following lists:

1. Statements to consider
2. Do not distribute / not permitted
3. Examples of appropriate material

##### 1. p Is the information in agreement with the following statements?

- .. The material is consistent with the beliefs of our Catholic learning community.
- .. The material is related to the Catholic elementary or secondary curriculum or academic pursuits.
- .. Distributing the material helps to build positive community relationships.
- .. The material supports the curriculum, faith and/or the academic goals of the Brant Haldimand Norfolk Catholic District School Board.
- .. The requesting organization is not-for-profit.
- .. The material contains information stating who the sponsor is and includes contact information.
- .. The material is age appropriate.



**2. Distribution of the following is not permitted:**

- § Materials that are not in the best interest of our Catholic learning community.
- § Material from commercial enterprises, for-profit organizations or private individuals.
- § Materials that are of a partisan political nature.
- § Material that interferes with school or Board educational objectives.
- § Materials of a discriminatory nature pertaining to race, colour, religion, national origin, ancestry, place of origin, age, physical disability, mental disability, marital status, sexual orientation or sex.
- § Materials that would be objectively considered sexually inappropriate, libellous, harmful to a person's reputation, indecent, violent, insulting, harassing.
- § Materials which advertise any product, inappropriate service or service that does not support the beliefs of our Catholic learning community.
- § Materials that promote non-Catholic worship services or events (particularly youth groups), unless they are of an ecumenical nature and approved by the Pastor of the Parish.

**3. Examples of material an administrator may choose to distribute:**

- § Not-for-profit organizations involving youth, i.e., Boy Scouts, Cubs, Guides, Brownies, 4-H Clubs.
- § Catholic Parent/Teacher Association and/or School Advisory Council.
- § Catholic Church-associated groups, i.e., Parish Councils, Catholic Women's League, Catholic Youth Organizations. Where appropriate, materials from these organizations should be approved by the Pastor of the Parish.
- § Community Partner information and/or events (including approved information from Haldimand County, Norfolk County, City of Brantford, County of Brant, Best Start).

**3.0 Distributing paper material**

If approved by the school principal or vice-principal, the distributing agency/organization will be responsible for printing/copying, bundling, and dropping off the publication to the school.

The school is permitted to share classroom and total school population numbers with the distributing agency/organization.

Parent/student emails or other personal contact information is not permitted to be shared with the distributing agency/organization.

**4.0 Distributing electronic material**

The Brant Haldimand Norfolk Catholic District School Board will not forward information to schools or employees using our electronic mail system. Staff may, however, place appropriate materials in the employee portal. Please refer to the portal's 'Terms of Use' for posting details.

**Definitions**

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**References**

N/A