

## REQUESTS FOR INFORMATION DISTRIBUTION OR PRESENTATION TO SCHOOLS

### Background

Many community individuals, groups and organizations approach schools to request permission to distribute information to employees, schools, students and parents or visit schools to make presentations. The District feels that there should be control over the type and amount of literature distributed and presentations made to schools. The Superintendent may allow the distribution of informational literature or a presentation to students under the following procedures.

### Procedures

1. Requests to distribute informational literature or make presentations to schools will be reviewed by the office of the Superintendent. Requests must be submitted using the Information Distribution Request Form located online at: [www.sd43.bc.ca](http://www.sd43.bc.ca)
2. Access to the District's schools may be provided to those groups who so request and who:
  - 2.1 are identified as a registered charity, non-profit agency, or represent a district or regional governmental body;
  - 2.2 do not promote or represent a religious, racist, illegal, discriminatory points of view, or human rights violations;
  - 2.3 are providing a service or information which is deemed to be of educational value to students, parents or teachers,
  - 2.4 are not a hobby or entertainment product, program or service;
  - 2.5 are not commercial, profit-making ventures without educational or service value to students, teachers or parents.
3. Approved requests shall not use student or school photos and/or artwork for promotions of an individual or organization unless prior approval has been received.
4. The decision of whether or not to allow presentations or information distribution, when to distribute, and which district distribution channels will be used, ultimately remains with the school administration.
5. Presentations or the distribution of information through the school district system does not imply endorsement on the part of the District.
6. Presentations or the distribution of information will be limited during "peak" times and may not displace District business. Therefore, requests may not be accepted during busy periods, particularly during the last week of August and the first two weeks of September.
7. If applicable, external organizations shall package their information by school and provide enough copies for the intended distribution. Following approval from the Superintendent's Office, these copies will be delivered to the District office. Only District office personnel will distribute community information through the school district's distribution systems.

Reference: Section 65, 85, School Act

Last revised: March 2017