

## CIRCULARS AND ANNOUNCEMENTS

### Background

Many community groups and other organizations approach schools to request permission to distribute information to students and parents. The District feels that there should be a control over the type and amount of literature distributed through the schools.

The Superintendent may allow the distribution of informational literature of a non-commercial nature to students.

### Procedures

1. Requests to distribute informational literature to schools will be reviewed by the office of the Superintendent.
2. Access to the District internal mail system may be provided to those groups who so request and who:
  - 2.1 are identified as a registered non-profit agency;
  - 2.2 represent a District or regional governmental body;
  - 2.3 do not promote or represent religious, racist or discriminatory points of view;
  - 2.4 are providing a service or information which is deemed to be of value to students, parents or teachers;
  - 2.5 are not merely commercial, profit-making ventures without educational or service value to students or parents.
3. The decision of whether or not to further distribute information remains with the school administration.
4. The distribution of information through the internal mail system does not imply endorsement on the part of the District.
5. Access to the internal mail system will be limited during "peak" times. Informational circulars or announcements from external agencies may not displace District business. Therefore, bulky or thick packages may not be distributed when the mail system is busy, particularly during the last week of August and the first two weeks of September.
6. External agencies 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 receptionist. Only District office personnel will place community information in the District's internal mail system.

Reference: Section 65, 85, School Act