



Distribution of Materials

#400.08

Adopted:	April 23, 2013
Last Reviewed/Revised:	September 28, 2021
Responsibility:	Superintendent of Education
Next Scheduled Review:	2025-26

Policy 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 will help to build strong lasting relationships.

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.
2. Provide consistent direction and guidelines to Supervisory Officers, school administrators 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.

Application and Scope:

The purpose of this policy and administrative procedures is to provide direction to school administrators and staff regarding expectations and best practices related to receiving and distributing information in schools.

References:

- [Education Act, Regulation 298, Section 24, Advertisements and Announcements](#)

Forms: N/A

Appendices: N/A

Definitions:

Administrators: Principals and Vice-Principals in a school.

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.

Partisan: To show support for a person, principle, or political party.

Administrative Procedures:

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 clarifies the criteria for approving or denying the distribution of materials.

School administrators shall follow the direction in this policy and administrative procedure.



1.0 Permission to Distribute:

Organizations shall contact the individual schools for permission to distribute material within a reasonable and manageable timeline. The school administrators are responsible for reviewing a copy of the material an organization wishes to distribute. The material must be appropriate for our Catholic school community and if there are any concerns, Administrators can contact their Family of School Superintendent of Education.

2.0 Determining Appropriateness of Material:

To help determine what type of material (paper or electronic) is appropriate for distribution, please review the following lists:

2.1 Statements to Consider. Is the information in agreement with the following statements?

- The material is consistent with the beliefs of our Catholic learning community from non-profit organizations.
- 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.

2.2 Distribution of the following material 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, libelous, 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.

2.3 Examples of appropriate material a school 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, Strong Start).



- Social media posts that comply with the above appropriate material guidelines.

3.0 Distributing Paper/Electronic Material

If approved by the school administrator, 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.