

ADMINISTRATIVE AND OPERATIONAL PROCEDURES

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| DATE: April 28, 1999 | PR.565 SCH: Distribution and Display of Materials for Students and Parents From External Groups |
| REFERENCE DOCUMENTS: <ul style="list-style-type: none"> • TDSB Policy C.03: Distribution and Display of Materials for Students and Parents From External Groups • Ontario Education Regulation 298, Section 24 | |

Purpose: To outline the responsibility of the Board, superintendents of schools, and principals concerning the distribution and display of materials provided from external groups for students and parents

1. Responsibility of the Board

- 1.1. Ontario Education Regulation 298, Section 24, states: *No advertisement or announcement shall be placed in a school or on school property or distributed or announced to the pupils on school property without the consent of the Board that operates the school except announcement of school activities.*
- 1.2. Whereby the Board finds specific materials to be objectionable or inappropriate the Board, or its designate, reserves the right not to distribute and/or display any such materials.

2. Superintendents of Schools

- 2.1. The superintendents of schools, upon request of the principal, will participate in the decision-making process, taking into account the Board's Mission and Values Statements, the uniqueness of the community, the school's goals, and the appropriate regulations.

3. Principals

- 3.1. The principal will be responsible and accountable for the approval process and distribution of materials within the school and school community.
- 3.2. Materials which *must* be distributed will be accompanied by specific directions in a memorandum from the appropriate department or supervisory officer, and may be limited to specific areas within the Toronto District School Board.

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Note: Regulation 298, Section 12 states: *The Principal of a school shall provide for the prompt distribution to each member of the School Council any materials received by the Principal from the Ministry that are identified by the Ministry as being:*

- (a) *relevant to the functions of the School Council;*
- (b) *or distribution to the members of School Councils.*

- 3.3. Principals will establish an in-school procedure for the assessment and for determining the suitability of distributing materials that arrive in the school. The scope of options available to them may include distribution, posting, announcement, inclusion in a newsletter, referral to the School Council, and making materials available in the school office. Recognizing the value of consultation, these procedures will include consultation with the School Council when appropriate.
- 3.4. Principals will take into consideration the potential impact of distribution of materials on the resources of the school.
- 3.5. Principals will advise and instruct their staff with regards to these procedures.
- 3.6. Principals will work with school councils and student councils to develop guidelines for use in the review and assessment of materials sent directly to their organizations. In both cases, the principal will retain responsibility and accountability for materials approved for distribution to students and parents.
- 3.7. Where it is unclear whether materials are appropriate for distribution or if a request for distribution raises questions or concerns, the principal will request that the superintendent of schools be involved in the decision.
- 3.8. Principals will use their discretion, and refer to Ministry of Education and Training Policy/Program Memorandum No. 112, to ensure that materials providing information about community/cultural events are in accordance with the guiding principles of this policy and that the materials do not promote a particular faith group.