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## **ADVERTISING AND DISTRIBUTION OF MATERIALS IN SCHOOLS**

### **Background**

The Division has the responsibility to ensure the schools' primary focus is on education matters. The distribution of materials, goods and services by non-school related agencies or individuals should be viewed through a lens of supporting education and not for personal or economical gain.

### **Procedures**

1. The distribution of materials and announcements relative to education, community organizations, school or school related fundraising shall be left to the discretion of the Principal.
2. Advertising materials may be accepted for use in schools, if:
  - 2.1 The materials are judged by the Principal to have sufficient educational or other value to justify their being used; and
  - 2.2 The conditions of their use within the schools are determined solely by the Principal and are not imposed by any outside organization.
3. The advertising and sale of school-related services such as school photos, yearbooks, calendars, agendas, school clothing and jewelry are permitted at the discretion of the Principal.
4. The advertising of educational products or services aimed at staff by a commercial business is permitted if the products or services may be of interest to staff and the Principal approves the specific print material. Such advertisements shall be restricted to the staffroom or staff mailboxes.
5. Advertising in school publications such as newsletters and yearbooks shall be at the discretion of the Principal.
6. Unsolicited advertisements of non-school commercial activities, products, or services will not be sent home with students. However, teachers may choose to offer participation in book clubs or incentive programs on the approval of the Principal.
7. Sometimes business firms or organizations produce materials, products, websites, etc. which are of considerable value for school use, the production of which is designed to create general goodwill for the producer rather than to encourage directly the sale of a specific product or service. Such materials may be accepted for use in schools if all of the following conditions are met:
  - 7.1 The materials are judged by the Superintendent and Principal to have sufficient educational or other value to justify their being used in schools;

- 7.2 The advertising is inconspicuous; and
- 7.3 The conditions of their use within the schools are determined solely by the Principal and are not imposed by any outside agency.
8. The distribution of materials relative to fundraising or sponsorship in conjunction with community organizations or businesses, school or school-related fundraising shall be at the discretion of the Principal. All fundraising and sponsorship activities shall comply with Division procedures.
9. The sale or distribution of tickets or goods, canvassing of, and the taking of collections from students or staff from within the schools or on Division property by or on behalf of any outside individual or organization during instructional hours is prohibited.
10. Students are not to be requested to take home any advertising materials unless the school or Division endorses a particular product, service or program.
11. Materials of a religious nature are not to be distributed to students or staff unless it is part of a Division approved religious program within a school.
12. All other distribution of materials shall be left to the discretion of the Office of the Superintendent.
13. The distribution of material through Division Office without the prior approval of the Office of the Superintendent is prohibited.
14. Supply of lists of names and addresses of staff or students to any outside individual, company or organization is prohibited.

Reference: Section 33,52,53,55,197,222,256 Education Act  
Freedom of Information and Protection of Privacy Act

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