

## **ADMINISTRATIVE PROCEDURE 149**

### **Request for Distribution**

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The Limestone District School Board recognizes that local community groups, associations, and organizations have purposes and activities which are of social and educational value to communities in the district. The LDSB, and its schools, are approached by many organizations requesting approval to facilitate information sharing and/or to distribute materials to school communities, which includes students, staff, and parents/guardians.

In a move toward reducing both the fiscal and environmental impact of distributing paper information to staff and students, the LDSB will share information in electronic format only. The LDSB does not distribute third-party flyers to staff or via students, home to parents/guardians. As a result, the Board (a) no longer tasks staff or students with the distribution of brochures or flyers; and (b) no longer will ship information to schools using our internal Board courier. Beyond school and school board information, the only exception to this is critical, community information from municipal, provincial (Public Health), or federal governments.

In general, the Board's preferred method of sharing information on behalf of not-for-profit community groups is by posting details on the Board's internal website where information is available to all staff, and can be reviewed and acted upon at the staff member's discretion.

Non-profit, non-political, charitable, and non-sectarian groups whose work is beneficial to the community as a whole, may submit information for consideration to be electronically posted using the criteria outlined, but not limited to, in section 2.0.0.

#### **1.0.0 RESPONSIBILITIES**

- 1.1.0 It is the responsibility of the Director of Education and/or designate to administer this procedure.
- 1.1.1 The Board reserves the right to approve or deny approval of the posting to staff and/or students any advertising, announcement, information, literature, or materials as it may deem appropriate.
- 1.1.2 It is the responsibility of Superintendents, Administrators (Principals), and Department Managers to implement this procedure.
- 1.1.3 It is always at the discretion of the individual school principal to share, post, or display any announcement, information, literature, or materials that have been approved by the Board, as they may deem appropriate. The Board will ensure that students are not unnecessarily exposed to commercial advertising.
- 1.1.4 The LDSB Communications Department will provide advice, and assistance in the development and placement of information as requested.
- 1.1.5 All requests for posting of information from community organizations will be approved by the appropriate senior administrator or designate.

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#### 2.0.0 ACCEPTABLE USE

- 2.1.0 Normally, as noted in the introduction, the only materials that may be sent home with students will be from the school, the school board, the provincial government (including Public Health), municipal government (elections information), and the federal government.
- 2.2.0 The announcement/information must be of educational or cultural benefit to students, support curriculum or extra-curricular activities for students or staff, and align with the Board's mission statement, purpose, policies and procedures.
- 2.3.0 The announcement/opportunity must be within the school district and is viable for attendance by our students or staff.
- 2.4.0 The announcement/opportunity must not be for personal gain, or be a private business or individual.
- 2.5.0 The information must be respectful of all faiths, races and ethnic backgrounds.
- 2.6.0 The information must respect the *Municipal Freedom of Information (FOI) and Protection of Privacy Act* and the *Education Act*.
- 2.7.0 Political, sectarian, religious groups, or individuals shall not be permitted to advertise, post or distribute material to students.
- 2.8.0 Non-profit community organizations may seek approval to share information with schools and staff by referring to the LDSB website and completing the 'Request for Distribution Approval' application (Form 149).
  - 2.8.1 An electronic copy of the announcement (Adobe Acrobat pdf) must accompany the request for approval.
  - 2.8.2 If approved, posting of the information/announcement will only be done electronically, with content contained within the body of an e-mail message (supplied by the not-for-profit organization, and no more than 250 words) or as an Adobe Acrobat pdf file.
- 2.9.0 All requests are to be treated in a fair and equitable manner.
- 2.10.0 Appeals for special consideration in contravention of this procedure can be filed with the LDSB Communications Department, but would require significant, extenuating circumstances to be considered.

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References:

*The Education Act* – Regulation 298, Section 24.1  
Ministry of Education Memorandum 2006: B15  
Board Policy No. 1: District Mission and Vision  
Administrative Procedure 115: Community (and Board) Partnerships  
Administrative Procedure 150: Communications  
Administrative Procedure 516: Advertising Procedures  
Administrative Procedure 550: Community Use of Schools Procedures

*Last Revised July 2016*