

Communications - Distribution of Materials in Schools from External Organizations Procedures 216-C



Category:	Community Relations
Administered by:	Executive Superintendent of School Services
First Adopted:	April 2005
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Next Review:	2028-29 School Year

1. General

These procedures address the distribution and display of materials and/or information from external groups/organizations that have been approved for distribution to students and families.

2. Approvals

- 2.1 All materials/information that are requested to be distributed to students, whether at a single school location or multiple schools are to be submitted to the Executive Superintendent of Education for consideration. Requests **must** be submitted using the [Distribution of Materials Request Form](#) on the UGDSB website.
- 2.2 All materials/information approved for distribution will be posted to [SharePoint](#) for principals to access.
- 2.3 Any materials/information that **must** be distributed to students and families will be sent directly to principals with specific direction from the Executive Superintendent of Education.

3. Distribution and/or Display of Materials/Information

- 3.1 Principals shall:
 - 3.1.1 Determine if the materials/information approved for distribution are suitable for the school's students and/or parents/guardians/caregivers.

- 3.1.2 Determine the method of distribution, which may include one or more of the following:
 - 3.1.2.1 distribute the materials directly to students
 - 3.1.2.2 post material(s)/information in an appropriate and accessible place in the school
 - 3.1.2.3 make a public announcement to the school
 - 3.1.2.4 distribute information through the school's newsletter, the school website, and/or social media
 - 3.1.2.5 refer the materials to the school council for consultation and input, or
 - 3.1.2.6 make materials available in the school office.
- 3.1.3 Consider the impact of the distribution of materials on the human and financial resources of the school, as well as the impact on the environment of any materials distributed.
- 3.1.4 In accordance with the *Education Act* and its regulations, provide for prompt distribution to members of the school council any materials from the Ministry that the Ministry identifies as relevant to the functions of the school council and for distribution to the members of the school council.