

If you have a child that will be three years old or older during the 2017/2018 school year, or if you know of someone who does, please stop by table at the back of the Church and pick up some information and a registration form for prekindergarten

Christ the Teacher Catholic Schools

ADMINISTRATIVE PROCEDURES

SECTION:	500 – BUSINESS PROCEDURES	CODE:	AP 155
PROCEDURE:	DISTRIBUTION OF MATERIALS		

BACKGROUND

The Division recognizes that many groups from the greater community provide non-school related activities that support children and families. The Division encourages the involvement of community groups which provide an expanded range of opportunities for our students.

While encouraging community sponsored activities, it is the responsibility of the Division to assure that Division resources are focused on student learning and achievement and to assure the least amount of disruption or distraction from class work during school hours. This administrative procedure defines the circumstances under which materials and information, originating from outside the school system, can be distributed to Division students and/or parents.

Definitions

Community information display area means an area in the school where there is a table and/or bulletin board on which materials may be placed.

Service learning groups means groups who provide service-learning opportunities for students that are curriculum-related and are invited by the Principal or designate to participate in activities curriculum-related opportunities to students. Examples: Music Concerts, Career Presentations and Guest Speakers

School hours means hours that students are in class, at lunch or recess or any other non-instructional time during the school day, or waiting on school grounds for transportation before or after school.

Non-profit organization serving youth means a non-profit, civic or government entity that provides educational, athletic or training services or opportunities for students. Examples: Parks and Recreation, Girl Guides, Scouts, Minor Sports and Kalyna Dance.

Qualified for-profit organization means qualified for-profit organizations that provide classes and services to students. Examples: Privately owned drama, dance or martial arts clubs.

PROCEDURES

1. Individuals or groups wishing to distribute information or material through the Division's mail delivery service shall receive approval from the Director.
2. All requests to organize contests or distribute surveys are to receive the approval of the Director or designate when the request involves more than one school in the Division.
3. The Division expects that decisions with respect to which materials may be distributed to students and staff members in schools shall be made by the principals acting individually or as a professional group in consultation with the Director.
4. The distribution of any approved materials is not to unduly impact on instructional time.
5. Due considerations are to be given to the time required for teacher and student participation in any contest or survey. The activities are not to require excessive work on the part of the teacher nor place a demand for extra resources on the school.
6. Principals are to be aware that, while it is not intended to restrict the distribution of materials supplied by genuine, community-oriented organizations, schools are not to become a vehicle for the circulation of advertising materials intended primarily for commercial gain or propaganda materials if they are inflammatory in nature or intent.
7. Agencies or groups receiving approval will sort material in bundles for each class and deliver materials to the school(s). A telephone number must be included so parents can obtain further information.
8. Materials distributed through students shall contain no commercial advertising. The listing of the name and/or logo of a program sponsor for an outside agency or school or nonprofit organization or an acknowledgement of financial support would be allowed.
9. Materials originating from outside of the Division shall not be included with student report cards (coupons, camp information, etc.).
10. Information/Materials from non-profit and qualified for-profit organizations shall be distributed to students during the school day only in the forums listed below. These limitations shall only apply to non-school organizations.

Distribution Method or Activity	Group
Materials placed in the designated community information display area in a school facility or provided to the appropriate classroom teacher(s) for voluntary pick-up by students.	Non-profit and qualified for-profit organizations.
Materials handed out to students by school staff for students to take home.	School, School Community Councils or Division.
School/Division Website or Electronic/Display Boards.	School, School Community Councils or Division.
Presentations or material distribution after school-hours at school-sponsored activities designed primarily for adults to attend, i.e. open house or kindergarten parent night.	If the Principal determines that any non-school groups shall be permitted at such events, then non-profit and qualified for profit organizations may distribute materials, but no recruiting activities designed specifically to engage the students that may attend such events shall be permitted.
Access to students for the purpose of recruiting and distributing information during school hours.	Universities, Colleges and Technical Schools.

11. Except as permitted above, the Division shall not permit outside organizations, including non-profit and qualified for-profit organizations, to hold information sessions or distribute information to students during the school day.
12. Organizations whose primary purpose is to provide basic and/or comprehensive education to K-12 students during the school day shall not be permitted to distribute recruiting information in Division under this administrative procedure. Example: private schools.
13. No group, including non-profit and qualified for-profit groups, shall be permitted to distribute commercial or fundraising materials, even if it appears to benefit students. This restriction does not apply to entities that have been requested to assist the Student Councils or School Community Councils in their fund raising initiatives.

Reference: Section 85, 87, 108, 109, 175, 367 Education Act

Date Issued: November 21, 2007