

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

### **Background**

The Division has the responsibility to prevent the schools from being used as a means of an economical or convenient avenue of approach to parents and students or for distribution of materials, goods and services by non-school related agencies or individuals.

However, certain campaigns, distribution and advertising through schools without undue interference with the educational operation of the school, when they result in direct and specific benefit to students, are deemed to be appropriate for school participation.

### **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:
  - a. The materials are judged by the Principal to have sufficient educational or other value to justify their being used; and
  - b. The conditions of their use within the schools are determined solely by the Principal and are not imposed by any outside organization.
3. The Superintendent may require that samples of advertising material be made available for inspection.
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 staff room 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. Occasionally, business firms or organizations produce or donate 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:
  - a. The materials are judged by the Superintendent and Principal to have sufficient educational or other value to justify their being used in schools;
  - b. The advertising is inconspicuous; and
  - c. 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 fund raising for or in conjunction with community organizations or businesses, school or school-related fundraising shall be at the discretion of the Principal. All fund raising activities shall comply with Division provisions.
9. The sale or distribution for sale 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, unless this activity has the prior approval of the Principal.
10. The Principal shall ensure that the school is not used to distribute advertising materials to homes or parents of students;
11. All other distribution of materials shall be left to the discretion of the Superintendent.
12. The distribution of material through Division Office without the prior approval of the Superintendent is prohibited.
13. The supply of lists of names and addresses of staff or students to any outside individual, company or organization is prohibited.

## **References**

Section 53, 55, 197, 222, 256 Education Act  
Freedom of Information and Protection of Privacy Act

## **History**

Developed: January 2020