

**Materials for Distribution in Schools**

<b>Category</b>	<b>Finance and Administration</b>		
<b>Subject</b>	<b>Materials for Distribution in Schools</b>		
<b>Adopted</b>		<b>Revised</b>	February 2021

**Policy Statement**

Recognizing that the distribution of materials, questionnaires, requests to speak in schools and research projects with educational relevance can engage students in a way that fosters, extends and recognizes each student’s creative, artistic and problem-solving potential, Anglophone South School District may authorize participation in activities if they support the aims and objectives of the curriculum.

**Procedures**

**Circulation of Materials, Questionnaires, Surveys**

1. Requests to circulate materials or distribute questionnaires and surveys sponsored by provincial, national or international organizations must receive the approval of the Minister of Education, and Early Childhood Development, prior to involving public school staff or students.
2. Materials of a religious nature are subject to the following process as per Policy 120 of the Department of Education and Early Childhood Development:
  - a. A permission slip must be sent to parents asking if they wish their child to receive the religious material in question. The parent has the right to accept or decline.
  - b. Sending religious material home with the child when a permission slip has not been returned to the school will not be allowed.
  - c. If parents actively request the receipt of religious material, by signing a permission slip sent home from school, then the school may respond to those requests. Only children whose parents request the material by signing the slip will receive it.
3. The Office of the Superintendent will vet requests for distribution of materials for the District. Requests for distribution of materials specific to curriculum, instruction or support services, will be reviewed by the Director of Curriculum and Instruction or the Director of Education Support Services.
4. Organizations must receive authorization from the Office of the Superintendent prior to distribution of materials, questionnaires or surveys.

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5. Participation in surveys or questionnaires or advertising programs and events shall not be considered unless authorization is given to the sponsoring organization three weeks prior to distribution to facilitate appropriate notice and planning at the school level.
6. The distribution of any materials shall not unduly impact on instructional time. For brochures advertising programs and events the materials will be made available at the school office or at a location where information is available for families. Principals may agree to mentioning such materials on announcements, talk mails and/or newsletters.
7. Due consideration shall be given to the time required for teachers and students participation in any survey or questionnaire. The activities should not require excessive work on the part of the teacher nor place a demand for extra resources on the school.
8. Distribution of materials to parents/guardians/students intended for promotion, profit or other commercial purposes will be reviewed by the Office of the Superintendent.
9. School contests organized by outside agencies or groups will follow the process above; the contest must have a curriculum link.

**Reference**

- Department of Education [Policy 120: Materials for Distribution in Schools](#)