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**POLICY P.046.SCO**

**TITLE: SCHOOL COMMUNICATIONS: DISTRIBUTION OF MATERIALS  
VIA STUDENTS**

**Date issued: August 1998**  
**Revised: 14 November 2005**  
**Authorization: Board: 25 June 1998**

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**1.0 OBJECTIVE**

To establish a framework for distribution of materials to the home via students.

**2.0 DEFINITION**

2.1 For the purpose of this policy, **the school community** is defined as the students, staff, and parents/guardians of the students attending the school.

**3.0 POLICY**

- 3.1 Each school shall act as a focal point for dissemination of school and Board information and for the fostering of two-way communication between the school and its community.
- 3.2 The Board endorses sending home with students such materials as notices and newsletters, where the material is directly related to school activities or is of interest to the school community.
- 3.3 The Board will facilitate communications from school councils to parents and students by sending home with students materials approved for distribution by the school councils for the purpose of fulfilling school councils' duties to advise and to consult parents about matters of interest to school communities.
- 3.4 Materials distributed to homes via students shall clearly identify the source.
- 3.5 It is the principal's responsibility to ensure that any information distributed via students conforms to relevant statutes, regulations and Board policies and procedures.
- 3.6 The use of students to distribute materials that openly lobby for a political party or candidate, or is slanderous or offensive, is not permitted.

- 3.7 The use of schools to distribute or circulate holy books or any religious materials that promote a particular religion or set of beliefs is not permitted except for activities normally associated with community use outside of the regular instructional day.
- 3.8 The principal, in consultation with the school council, may choose to provide public service announcements in the school newsletter about community activities and/or resources available to students and their families.

#### **4.0 REFERENCE DOCUMENTS**

*The Education Act*, 1998, Section 265 and Ontario Regulation 298

Board Policy P.014.SCO: School Councils

Board Policy P.052.SCO: Fund-raising in Schools

Board Procedure PR.540.SCO: Fund-raising in Schools

Board Procedure PR.536.SCO: School Communications: Distribution of Materials Via Students