



Section Seven: Community Partnerships

“Together We Learn”

**740R - DISTRIBUTION OF INFORMATION FROM OUTSIDE SOURCES
(REGULATIONS)**

1. Requests received at the district office will be referred for approval to the Superintendent of Schools, or designate.
2. Individuals and organizations permitted to use the district’s information system to distribute information to schools must be non-profit community agencies/groups that provide services or activities of value to students, teachers, parents or guardians. In addition:
 - 2.1 Information regarding all-party political forums is allowed.
 - 2.2 Materials which support curricular programs are allowed.
 - 2.3 Resource materials containing messages dealing with topics in the locally approved family life curriculum are allowed, provided that the content and method of presentation are deemed complementary to the goals of the family life program (in accordance with Policy 515: Family Life Education Program and the relative administrative procedure).
 - 2.4 Information on contests is allowed, provided that they are of educational value, and only if the information is received at the schools at least three weeks prior to the entry deadline date.
 - 2.5 Questionnaires or surveys to be completed by students, parents, guardians, and teachers are allowed.
 - 2.6 When information approved by the district office arrives at a school, it is distributed at the discretion of the principal.
 - 2.7 Advertising and display of company logos are permitted in schools and in school publications (such as school year books), provided that the advertising and logos do not conflict with educational objectives.
3. Information approved for distribution will be stamped with the appropriate School District No. 23 stamp of approval.
4. All information materials must contain clear identification of the author, the organization being represented, the sponsor and a telephone number.



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5. Distribution of information will be limited to one piece/package per school and/or one paragraph for inclusion in the school newsletter. Exceptions may be made to promote programs for non-profit City or Regional District affiliated groups or recreation commissions. In these instances, the information must be submitted for prior approval, packaged and delivered to schools by the source.
6. Requests received at schools, e.g. through Canada Post, telephone or via fax, will be processed by the principal. If such requests comply with Policy 740, the principal may distribute or refer the issue to the Superintendent or designate.