

Distribution and Display of Materials in Schools Policy

Policy Overview

The purpose of the Distribution and Display of Materials in Schools Policy is to provide guidelines regarding a decision about the distribution or display of materials to parents/guardians, students, and the community.

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Policy and Procedures History

Policy and Procedures were approved in April 2005.

1.0 Legislative Context

The Distribution and Display of Materials in Schools Policy aligns and complies with the following:

- 1.1 *Nova Scotia Education Act 2015*
- 1.2 *Human Rights Act 2012*
- 1.3 *HRSB B.020 Religious Education in Schools Policy*
- 1.4 *HRSB B.011 Race Relations, Cultural Understanding and Human Rights in Learning Policy*
- 1.5 *HRSB F.001 Use of Board Facilities Policy*

2.0 Principles

- 2.1 The Halifax Regional School Board believes in promoting strong school and community partnerships. As part of this commitment, the HRSB recognizes

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schools' role in distributing and displaying communications that support such partnerships.

2.2 In any decision regarding the display or distribution of materials, staff will ensure that all materials are in keeping with the HRSB's commitment to upholding the principles of publicly-funded education and with all HRSB and provincial policies and legislations.

2.3 For the purposes of this policy, **materials** include:

- Leaflets, brochures or posters;
- Electronic communications;
- Signs and banners, placed inside or outside of schools;
- Petitions; and
- Any other media or documents used to transmit information to students, staff or parents/guardians.

3.0 Approval process

3.1 Approval of materials intended for distribution to all schools will be at the discretion of the Superintendent or designate.

3.2 Approval of materials for distribution or display at individual schools will be at the discretion of the principal or designate.

4.0 Authorization

4.1 The Superintendent is authorized to develop and implement procedures in support of this policy.

5.0 Policy Review

5.1 This policy will be reviewed every five (5) years or on an as needed basis.

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- 1.0 Roles and Responsibilities**
- 2.0 Approval of Materials for Distribution and Display in Schools**

1.0 Roles and Responsibilities

1.1 The Superintendent or designate will be responsible for:

- 1.1.1 Reviewing any materials intended for system wide distribution to ensure that they are in keeping with the HRSB's commitment to publicly-funded education, HRSB and provincial legislation and the guiding principles outlined in section 2.0 of this policy.

1.2 Department Coordinators and Supervisors will be responsible for:

- 1.2.1 Directing all requests for the system wide display or distribution of materials to the appropriate Director(s).
- 1.2.2 Responding to any requests from principals for assistance in the evaluation of materials for distribution or display at the school level.

1.3 Principals will be responsible for:

- 1.3.1 Ensuring that reasonable efforts are made to educate all staff, School Advisory Council (SAC) members and other parent/guardian or community volunteers of the requirement for the principal's (or designate) approval of all materials prior to their display or distribution.
- 1.3.2 Ensuring that the approval process is used to evaluate the appropriateness of materials that are received by their organizations for possible distribution.
- 1.3.3 Evaluating materials to ensure that they are in keeping with the guiding principles outlined in section 2.0 of this policy.

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- 1.3.4 Requesting assistance through the School Administration department should questions arise regarding the appropriateness of materials intended for distribution or display at the school level.

2.0 Approval of Materials for Distribution and Display in Schools

- 2.1 When approving materials for distribution and display in schools, the following questions need to be considered to ensure that the materials are of an educational nature and align with the principles outlined in section 2 of this policy:

2.1.1 Are the materials educational in nature?

2.1.2 Do the materials reflect current issues in school communities or support school-community partnerships?

2.1.3 Do the materials promote a particular:

1. religion;
2. set of beliefs;
3. political party; or
4. group or personal point of view?