



Distributing information in our schools:

Guidelines.

Organizations shall contact the individual schools for permission to distribute material. If approved by the school principal or vice-principal, the distributing agency/organization will be responsible for printing/copying, bundling, and drop-off of the publication to schools.

When distributing any information (from organizations such as a County Health Unit or Information Centre), please review all content carefully. Schools will deny permission to distribute if the content does not support our Catholic values and beliefs or is not in agreement with the statements in section one of the Guidelines.

The Brant Haldimand Norfolk Catholic District School Board will not forward information to schools using our electronic mail system.

Guidelines

To help you determine what type of material is appropriate for distribution, please review the following lists:

1. Statements to consider
2. Do not distribute / not permitted
3. Examples of appropriate material

Note: When distributing any information (from organizations such as a County Health Unit or Information Centre), please review all content carefully. Schools will deny permission to distribute if the content does not support our Catholic values and beliefs.

1. Is the information in agreement with the following statements?

- The material supports the beliefs of our Catholic learning community.
- The material is related to the Catholic elementary or secondary curriculum or academic pursuits.
- Distributing the material help build positive community relationships.
- The material supports the curriculum, faith and/or the academic goals of BHNCDSB.
- The requesting organization not-for-profit.
- The material contains information stating who the sponsor is and includes contact information?
- The material age appropriate.
- The material is in the language of the school or, if intended for classroom use, in the language of instruction of the classroom.

2. Distribution of the following is not permitted:

- Materials that are not in the best interest of our Catholic learning community.
- Material from commercial enterprises, for-profit organizations or private individuals.
- Materials that are of a partisan political nature.
- Material that interferes with school or Board educational objectives.
- Materials of a discriminatory nature pertaining to race, colour, religion, national origin, ancestry, place of origin, age, physical disability, mental disability, marital status, sexual orientation or sex.
- Materials that would be objectively considered sexually inappropriate, libellous, harmful to a person's reputation, indecent, violent, insulting, harassing.
- Materials which advertise any product, inappropriate service or service that does not support the beliefs of our Catholic learning community.



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3. Examples of material an administrator may choose to distribute:

- Not-for-profit organizations involving youth, i.e., Boy Scouts, Cubs, Guides, Brownies, 4-H Clubs
- Catholic Parent/Teacher Association and/or School Advisory Council
- Catholic Church-associated groups, i.e., Parish Councils, Catholic Womens' League, Catholic Youth Organizations
- Community Partner information and/or events (including approved information from Haldimand County, Norfolk County, City of Brantford, County of Brant, Best Start)

Materials

Materials mean all printed and non-printed materials intended for distribution in an elementary or secondary school. Examples include, but are not limited to, pamphlets, stickers, brochures, buttons, flyers, petitions, posters, questionnaires, surveys, contests, DVDs, videos, website urls and CD ROMs.