

Organizations and corporations frequently approach the Board and/or schools for permission to distribute material via students or directly to staff. The following guidelines are provided to assist the School Support Officer and principals in making decisions regarding the distribution of material in schools.

This Operating Procedure adheres to the principles of Ontario's *Equity and Inclusive Education Strategy* and sets out administrative direction with respect to the distribution of materials originating outside of the Peel District School Board.

## GUIDING PRINCIPLES

Materials distributed to Peel District School Board students and/or staff must:

- be aligned to the *Education Act* of Ontario;
- comply with the Ontario *Human Rights Code*;
- comply with all Peel District School Board policies and procedures;
- not promote a particular political, religious or faith-related group or belief.

Material received by the Board containing political, religious, faith-related or inappropriate information is not approved for distribution via students in Peel Board schools.

Questions from outside organizations regarding the distribution of materials should be directed to a School Support Officer, who will request an electronic copy of the materials from the organization. Following a review of the materials, the School Support Officer will select one of the following options:

### 1. DISTRIBUTION OF MATERIALS TO PEEL STAFF

Distribution of materials to Peel Board employees, including teachers, will be posted to the **Broadcast Page** and to the [Community Resources for Teachers](#) portal. Materials posted on the Broadcast page:

- i) Are of interest to the majority of Peel board employees;
- ii) Advertise professional development opportunities for staff (e.g. workshops, AQ courses); and/or
- iii) Advertise program opportunities for teachers (e.g. field centres, City programs, 3<sup>rd</sup> party program options available for field trips).

The School Support Officer will forward all approved materials to a representative of the Communications department for posting.

## **2. DISTRIBUTION OF MATERIALS THROUGH THE BOARD COURIER**

In a **limited** number of circumstances materials will be distributed to schools via the Board courier taking into consideration the following criteria:

- i) Have clear curricular links**
- ii) Do not include any political, religious, faith-related or inappropriate information**
- iii) Cannot be effectively digitized, and**
- iv) Support the system goals and priorities of the Peel District School Board**

## **3. DISTRIBUTION OF MATERIALS THROUGH THE COMMUNITY BULLETIN BOARD: "[Community Corner](#)"**

The Peel District School Board works in close partnership with a number of community organizations (the City of Brampton, the City of Mississauga, the Town of Caledon, the Region of Peel). In addition, other non-profit or charitable organizations may be granted permission to distribute materials through the Community Corner taking into consideration the following criteria:

- i) Have clear curricular links**
- ii) Do not include any political, religious, faith-related or inappropriate information**
- iii) Would be of interest to our diverse school communities, and**
- iv) Support the system goals and priorities of the Peel District School Board**

Approved material will be posted on the Community Bulletin Board. Each school's website will have a link to the Community Bulletin Board. Principals may make site-based decisions regarding the distribution of hard copies of approved materials based on school needs.

## **4. PERMISSION FOR DISTRIBUTION DECLINED**

In the event that materials do not meet the criteria listed above, permission to distribute will not be granted. School Support Services will send an email to the requesting organization with the decision.

## **ADDITIONAL CONSIDERATIONS**

The Peel District School Board is annually approached by branches of the Royal Canadian Legion regarding the placement of poppies in our schools. Permission is granted for schools to be involved in this program prior to Remembrance Day. It is

understood that officials of the various branches concerned will approach the schools individually in order to make satisfactory arrangements for the distribution of the poppies.

**Note:** Schools/Principals should not be approached directly to distribute third-party materials. ALL requests to distribute materials should be referred to the School Support Officer.

## **REFERENCE**

*Education Act*, Regulation 298, Section 24

[Board Policy 54](#)

97 03 31

99 08 30 Revised

01 01 30 Revised

01 11 27 Revised

11 04 07 Revised

11 11 30 Revised (department name change)

16 10 06 Revised