

# EXTERNAL ORGANIZATION ACCESS TO STUDENTS

## Background

Numerous requests are made to the District to permit direct access to students in school or to approve the distribution of promotional information to students. Outside organizations' access to students is to be strictly controlled by allowing only material and information deemed appropriate to be circulated. Recognized charitable organizations and other organizations having educational or community service attributes may be allowed access to schools under this Administrative Procedure.

## Procedures

1. Classroom Resources – Resources in Counselling/Work Experience Offices
  - 1.1. Procedures for resources at these sites and locations are found in **Administrative Procedure 251 - Learning Resources**.
2. Assemblies
  - 2.1. Principals shall utilize the following considerations in determining speakers and other resources for assemblies during the instructional day. Whenever possible assemblies are to be part of a planned program involving consultation to ensure:
    - 2.1.1. The activity is age-appropriate to the student audience;
    - 2.1.2. There is sufficient lead time for staff awareness;
    - 2.1.3. There is recognition of the disruption to the regular curricular program;
    - 2.1.4. That if topics are of a sensitive nature, students and parents have the opportunity for alternate activities;
    - 2.1.5. That if topics are of a sensitive or political nature, there is a balance of perspectives presented wherever and whenever possible; and
    - 2.1.6. Material or information is provided in an appropriate manner.
  - 2.2. The Parents' Advisory Council (PAC) and school staff are to be consulted regarding a general program of assemblies.
3. General Materials and Activities
  - 3.1. These materials and activities include newsletters, posters, displays in hallways, displays and/or booths in hallways and foyers, and meetings and presentations before school, at lunch, after school or in the evening.
  - 3.2. Displays, posters and newsletter information shall not promote:
    - 3.2.1. Physical/emotional abuse, violence, or any other behaviour contrary to general community values;
    - 3.2.2. Utilization of narcotics, alcohol or tobacco products; and

- 3.2.3. Material that utilizes profanity or racist or sexist language, symbols or images.
- 3.3. Displays, posters and newsletter information is to clearly indicate that the activity and/or material is not sponsored by the school.
- 3.4. Principals may at their discretion engage in distribution of tickets or passes sponsored by any organization intended to promote attendance by students or their parents at profit or non-profit activities. Principals may include, at their discretion, information on where such tickets or passes may be obtained,. Passes and tickets may be utilized for school-sanctioned activities.

#### 4. Non-Profit Community Agencies

- 4.1. The following agencies or activities may approach individual principals to request dissemination of information:
  - 4.1.1. Activities sponsored by municipal or regional governments;
  - 4.1.2. Activities sponsored by public recreation associations;
  - 4.1.3. Activities sponsored by the school or District PAC;
  - 4.1.4. Activities/information provided by public post-secondary institutions;
  - 4.1.5. Activities sponsored by recognized and established youth groups, fine arts associations, athletic clubs and service organizations and cultural groups.
- 4.2. Principals may choose to include such information in newsletters or posters and displays where time and space permit and/or when it is age-appropriate or appropriate to the school community in general.
- 4.3. Principals shall not allow schools to act as registration locations during the school day.

#### 5. Commercial Enterprises

- 5.1. Procedures regarding corporate sponsorships and/or partnerships are covered in **Administrative Procedure 525 - Corporate Sponsorship**.
- 5.2. The promotion of private colleges and other private post-secondary training institutions shall be at the discretion of the principals, and will be limited to secondary schools defined as those enrolling grade 11 or 12 students.
- 5.3. The promotion of student-operated commercial activity shall not occur in elementary schools but may, at the Principal's discretion, occur in middle, junior and secondary schools.
- 5.4. The recognition of commercial enterprises through posters, displays and/or newsletters may be permitted if the school and commercial enterprise have entered into an understood sponsorship and/or partnership arrangement.
  - 5.4.1. Such recognition shall emphasize the sponsorship and/or partnership arrangement rather than solely promote the commercial enterprise.
- 5.5. The promotion of commercial enterprises not actively engaged in sponsorships or partnerships shall only be permitted, at principals' discretion, at secondary schools.
  - 5.5.1. Commercial enterprises may purchase advertisement space in school yearbooks and newspapers.

## 6. Organizations/Associations Related to Contemporary Social/Political Causes

6.1. Promotion of special interest and/or political causes shall not be included in school newsletters.

6.2. Displays, presentations and information booths regarding contemporary social and political issues shall only be permitted, at the principals' discretion, at senior secondary schools during non-instructional time. Principals shall utilize the following procedures in addition to those listed in general procedures above.

6.2.1. There is recognition that students have less choice to be exposed to material that is in a public area of the school such as hallways, foyers and libraries. Generally, the higher the level of potential controversy surrounding a particular topic, the greater level of choice is to be given to the student to attend or view the material or presentation. In these cases, a specified classroom is preferable to a "public" area. If a classroom is chosen, an employee shall be present.

6.2.2. A balance of alternative viewpoints shall be provided wherever and whenever possible.

## 7. Charities

7.1. Charities may approach individual schools for access to students at non-instructional times. However, principals are to exercise discretion in the number of fund-raising charities permitted in any one school year, and are encouraged to consult with staff and PAC.

## 8. Media

8.1. Video, print, television and/or film access during non-instructional time shall be in a manner determined by the Principal in accordance with District direction.

## 9. District-Wide Access

9.1. Organizations requesting access over and above that provided in these procedures shall write to the Superintendent.

Reference: Sections 8, 17, 20, 22, 65, 85 School Act  
Freedom of Information and Protection of Privacy Act

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