

## DISTRIBUTION AND DISPLAY OF MATERIALS IN SCHOOLS OF THE HALIFAX REGIONAL SCHOOL BOARD

### POLICY

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#### PREAMBLE

The Halifax Regional School Board believes in promoting strong school and community partnerships. As part of this commitment, the board endorses schools' role in distributing and displaying communications that support such partnerships.

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

#### DEFINITIONS

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

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

#### 1.0 APPROVAL PROCESS

- 1.1 Approval of materials intended for distribution to all schools will be at the discretion of the Superintendent or designate.
- 1.2 Approval of materials for distribution or display at individual schools will be at the discretion of the principal or designate.

**2.0 GUIDELINES FOR THE APPROVAL OF MATERIALS FOR DISPLAY AND DISTRIBUTION IN HRSB SCHOOLS**

2.1 The following are guidelines for evaluating materials intended for distribution or display in HRSB schools:

2.11 Are the materials educational in nature?

2.12 Do the materials facilitate dialogue about issues in school communities or support school-community partnerships?

2.13 Do the materials promote a particular:

- 1) religion,
- 2) set of beliefs,
- 3) a particular political party or set of beliefs,
- 4) group, or
- 5) personal point of view?

Note: materials promoting a particular individual or set of beliefs or views should be reviewed carefully to ensure that they are of an educational nature and contribute to debate or discussion about such beliefs or views.

2.14 Are the materials consistent with Board Policies, including Policy B.020 (Religious Education in Schools) and B.011 (Race Relations, Cross Cultural Understanding and Human Rights)?

2.15 Are the materials consistent with the *Education Act*, the *Human Rights Act*, and other Nova Scotia Statutes?

## **DISTRIBUTION AND DISPLAY OF MATERIALS IN SCHOOLS OF THE HALIFAX REGIONAL SCHOOL BOARD**

### **PROCEDURES**

#### **CONTENTS:**

#### **1.0 RESPONSIBILITIES**

- 1.1 The Chair of the Halifax Regional School Board will be responsible for:
  - 1.11 Reviewing any materials intended for system wide distribution and display by board members to ensure that they are in keeping with the Board's mission, commitment to publicly-funded education, Board policies, and guiding principles defined in this policy (Section 2).
  - 1.12 Consulting with the Superintendent and Directors where appropriate, should questions arise regarding the appropriateness of materials intended for distribution or display in schools.
- 2.1 The Superintendent and Directors of all departments in the HRSB will be responsible for:
  - 2.11 Reviewing any materials intended for system wide distribution to ensure that they are in keeping with the Board's mission, commitment to publicly-funded education, Board policies, and guiding principles defined in this policy (Section 2).
  - 2.12 Responding to any requests from the Chair of the Halifax Regional School Board and principals for assistance in the evaluation of materials for distribution or display at the school level.
- 3.1 All Supervisors and Department Coordinators will be responsible for:
  - 3.11 Directing all requests for the system wide display or distribution of materials to the appropriate Director(s).
  - 3.12 Responding to any requests from principals for assistance in the evaluation of materials for distribution or display at the school level.

- 4.1 Principals will be responsible for:
  - 4.11 Ensuring that reasonable efforts are made to educate all staff, SAC and other parent or community volunteers of the requirement for the principal's (or designate) approval of all materials prior to their display or distribution.
  - 4.12 Developing school-based guidelines for the approvals process and guidelines that can be used by SACs and other parent groups to evaluate the appropriateness of materials that are received by their organizations for possible distribution.
  - 4.13 Evaluating materials to ensure that they are keeping with the school's goals and objectives, Board policies, and the guiding principles defined in this policy (Section 2).
  - 4.14 Requesting central office assistance through the School Administration department should questions arise regarding the appropriateness of materials intended for distribution or display at the school level.